

United States Army
Records Management and
Declassification Agency (USARMDA)

Army Records Information
Management System (ARIMS) Version 1.0



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1. ARIMS Overview

ARIMS was designed to provide enhanced capabilities for tracking documents stored in the Army's Records Holding Areas (RHA). The functionality of the entire system is focused on minimizing the workload for the Garrison personnel, Installation records managers, and RHA personnel.

Between now and the year 2005, ARIMS is projected to store about 907 million e-mail messages, 3.5 million index entries for paper records, about 146 million electronic files, 2.4 billion AIS records and an unknown quantity of multimedia files.

The purpose of this user manual is to define the key design features of ARIMS to give the user a better understanding of how to navigate and operate the system. The manual is divided into sections, each one dealing with a specific ARIMS module so that it will be easier to understand. Each section of the user's guide has a series of example screens for demonstrating a capability or functionality.

If you have any questions concerning any of the modules, please feel free to e-mail us at RMDA with your question.

<mailto:info@rmda.belvoir.army.mil>

2. System Requirements

ARIMS is a web-based toolset to help action officers, records managers, and records administrators manage official records and important decision documents that have been deemed vital to the U.S. Army. ARIMS basic components; Introduction, Records Retention Schedule – Army (RRS-A), Help, and Registration, were designed for Microsoft Internet Explorer 5.0 and Netscape Navigator 4.6. The advanced tools are primarily designed for records managers and administrators and require rich functionality. These tools are designed for Microsoft Internet Explorer 5.5 or higher to deliver the functionality.

3. ARIMS Security and Roles

ARIMS preserves the security and access to an individual's official records to prevent unauthorized access to sensitive or Privacy Act information.

Security is determined by the user's role in ARIMS assigned by his/her unit's supporting records administrator. Each user in ARIMS is assigned one of four possible roles:

- **Action Officer** – An action officer is any individual who creates official records on behalf of the Army. The action officer has the capability to search the Army's office record instructions to help determine if a document is an official record, create a draft Office Records List (ORL) to be maintained for each office symbol within a unit or organization, submit records to a designated records holding facility, search for and request records in ARIMS. The action officer has the



ability to create, modify, and use an ORL for an office symbol within a unit. The action officer can also view all records submitted to ARIMS by his/her unit.

- **Note:** The ORL is a list of the retention instructions (record numbers) that are being used within a particular office. Each ORL is identified by the office symbol of the office creating it. While the use of an ORL is not mandatory, its use can streamline the records management process for the units and records managers. Also, some features of ARIMS require an ORL in order to use them; for example, printing labels.
- **Records Manager** – A records manager is someone who manages records on behalf of the unit. The records manager is usually the individual responsible for managing the servicing records holding facility. The records manager can create/approve ORLs on behalf of a unit or organization it supports, capture and index AO folder information for entry into the master index of ARIMS, define record locations with a holding facility, approve/deny record requests submitted to the records manager, and track records that have been transmitted from a holding facility. The records manager can also view all records of units or organizations he/she supports and receives and processes all requests for hardcopy official records and/or access to electronic records. Additionally, the records manager is responsible for the transfer of permanent records for his/her supporting units from ARIMS to NARA.
- **Records Administrator** – The records administrator has the responsibility for records management at the MACOM level and issues instructions and guidance to the installation/unit records managers within his/her area of responsibility. The records administrator has the ability to create, modify, and approve ORLs for all units within the MACOM he/she supports and can view all records for every unit within the MACOM. The records administrator can, when necessary, process all requests for hardcopy official records and/or access to electronic records under his/her responsible area.
- **System Administrator** – A systems administrator provides user account support, updating of reference data used for ARIMS interface, and other miscellaneous activities to maintain ARIMS. From a records management perspective, the system administrator role has the same access as an action officer.

4. ARIMS Base Functionality

ARIMS basic components consist of Introduction, Records Retention Schedule – Army (RRS-A), Help, and Registration and are accessible to the public Internet community. These components describe the purpose and functionality of ARIMS; allow queries against the Army's published record instructions; online help describing the functionality of ARIMS; and a registration wizard for Army personnel who require access to the ARIMS records management toolset.

4.1 Department of Defense Notification

Upon entry into ARIMS, the user is presented with the required Department of Defense notification before allowing access to the main site. The user accepts the terms and



conditions by clicking the hyperlink at the bottom for the page, as shown in Figure 1 below.



Figure 1. DoD Notification

4.2 Public Home Page

The public view of the ARIMS home page provides the guest with introductory information about ARIMS and the public-only modules. This page is accessible from any other module by clicking on the “Home” tab at the top of page to quickly return the home page of ARIMS. The footer at the bottom of the page, seen in Figure 2, provides quick launching points to other important Army information sources and can be found on most pages in ARIMS.



Figure 2. Public Home Page

4.3 Records Retention Schedule – Army (RRS-A)

Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration (NARA) approved retention and disposition information for Army records.

4.3.1 RRS-A Main Search

The main search page for RRS-A gives users the choice of either searching by keywords, a particular record category, or by a particular prescribing directive (Army/DoD regulation, PAM, etc.). In the string search, you can filter by type of record (event or non-event, permanent or temporary, or transfer/keep records).



To perform a keyword search in RRS-A, the user types in a keyword or phrase into the textbox and clicks the “Submit Search” button at the bottom of the page. Select any of the types of records if you wish to limit the results to a particular record type. In Figure 3 below, RRS-A will perform a search for all instructions containing the keyword “police”.

Figure 3. RRS-A Search

To search for a particular prescribing directive, type the number of the Army or DoD regulation, PAM, or other directive into the textbox and click the “Submit Search” button at the bottom of the page. For example, entering “25-400-2” will search for all instructions pertaining to the Army Regulation 25-400-2.



If you wish to see all instructions for a particular records category, just select the record category from the dropdown window and RRS-A will return all instructions for the particular record category.

4.3.1 RRS-A Search Display

Once you perform your search, you will see a page similar to Figure 4. This page displays all of the instructions that match your search criteria. You can also sort by the table rows by clicking on a column header and the results will be re-sorted.

http://awwwtest/rc2/rrsanew/rrsaSearch.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Copy Paste Address http://awwwtest/rc2/rrsanew/rrsaSearch.asp Go Links

record retention schedule - army (RRS-A)

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME RRS-A RM-ASSIST || RPS || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

Search within Results

GO Search > police

1 -25 OF 135 MATCHES PAGE 1 OF 6 NEW SEARCH NEXT >> PAGE: Go

REC. CATEGORY	REC. TITLE	T/K	DUR	PERM	DISP.	AUTH	PRIV.	ACT NO.	REC. NUM.	PRES. DIR.
CRIMINAL INVESTIGATION	Evidence ledgers and evidence custody files	K	3	No	NC1-AU-81-67	NA			195-5a	195-5
CRIMINAL INVESTIGATION	Army Criminal Investigation Reporting System (ACIRS III+) Outputs and Reports	T	40	No	N1-AU-01-004	A195-2bUSACIDC			195-2p	195-2
MILITARY POLICE	Chemical site upgrading files	K	5	No	NC1-AU-77-34	NA			190-59a	190-59
MILITARY POLICE	Enemy CI payrolls	T	20	No	NC1-AU-82-9	N/A			190-8bb	190-8
MILITARY POLICE	Enemy CI pay data subsidiary files	T	75	No	NC1-AU-82-9	N/A			190-8cc	190-8
MILITARY POLICE	Enemy CI general information	T	0	Yes	NC1-AU-82-9	N/A			190-8s	190-8
MILITARY POLICE	Vehicle Registry Inquiry Network (VERINET) master file	T		Yes	TBD	A0190-5DAMO, A0190-14DAMO, and T7290 (DFAS)			190-5h	190-5
MILITARY POLICE	Vehicle Registry Inquiry Network (VERINET) Outputs and Reports	T		Yes	TBD	A0190-5DAMO, A0190-14DAMO, and T7290 (DFAS)			190-5i	190-5
MILITARY POLICE	Prisoner of war censorship	T	0	Yes	NC1-AU-78-23	N/A			190-8q	190-8
MILITARY POLICE	Enemy CI complaints and investigations	T	0	Yes	NC1-AU-82-9	N/A			190-8u	190-8
MILITARY POLICE	CI strength reports	T	0	Yes	NC1-AU-82-9	N/A			190-8v	190-8
MILITARY POLICE	Enemy CI status inquiries	T	30	No	NC1-AU-82-9	N/A			190-8t	190-8
MILITARY POLICE	Criminal investigation data references - Cards sent to Crime Records Center:	T	40	No	NC1-AU-78-78	A0190-45DAMO			190-45g	190-45
MILITARY POLICE	Arms, ammunition, and explosives security management	K	0	No	NN-166-204	NA			190-11c	190-11
MILITARY POLICE	CI strength reports (Rescinded; use FN 190-8v)		0	No					190-57e	190-57
MILITARY POLICE	Civilian clothing requisitions	K	0	No	NN-166-204	A0190-47DAMO			190-47q	190-47
MILITARY POLICE	Crime prevention surveys - Leased facilities:	K	4	No	NN-170-20	NA			190-13c	190-13
MILITARY POLICE	Cross-reference cards	K	0	No	NN-166-204	A0190-47DAMO			190-47m	190-47
MILITARY POLICE	Disciplinary status	K	1	No	NN-166-204	A0190-47DAMO			190-47v	190-47

Done Local intranet

Figure 4. RRS-A Search Results – Summary

For example, to sort the results by duration, simply click the “DUR” column name and the results will be re-sorted in ascending order. If you click the “DUR” column again, the results will be re-sorted by descending order. This is particularly helpful when searching for a particular record number. For searches that return numerous matches, you can page



through the results by clicking the “Next” and “Previous” links located at the top and bottom of the screen.

You have the option of further refining the results of your search by performing a search within your results as seen in Figure 5. In this example, the keyword “ammu” was typed into the “Search within Results” textbox and the search was submitted by clicking the “GO” button. The refined search is displayed next to the “GO” button for reference when the search is completed and results returned.

http://awwwtest/rc2/rrsanew/rrsaSearch.asp?tork=N&event=N&perm=N&search=police>ammu&searchcon=0 - Micros...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address rc2/rrsanew/rrsaSearch.asp?tork=N&event=N&perm=N&search=police>ammu&searchcon=0&sort=1NaN0&reccatid=0 Go Links >>

ARRS record retention schedule - army (RRS-A)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME RRS-A RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

Search within Results

GO Search > police>ammu

1-3 OF 3 MATCHES PAGE 1 OF 1 NEW SEARCH PAGE: Go

REC. CATEGORY	REC. TITLE	T/K	DUR	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR
MILITARY POLICE	Arms, ammunition, and explosives security management .	K	0	No	NN-166-204	NA	190-11c	190-11
MILITARY POLICE	Loss, theft, and recovery of firearms files -	T	20	No	NC1-AU-79-5	NA	190-45d	190-45
MILITARY POLICE	Offices having Armywide responsibility: Structural certifications	K	0	No	NN-166-204	NA	190-11b	190-11

[SORT DESC.](#) [TOP](#)

Done Local intranet

Figure 5. RRS-A Search - Refined Results

4.3.2 RRS-A Advanced Search

ARIMS also offers an advanced search option for users who have specific search criteria as seen below in Figure 6. This search would be used when you know specific



information about what you are looking for, such as the file number, Privacy Act Number, etc. This search option allows you to specify detailed criteria that will result in only the records meeting your criteria being displayed. Searches are performed by Record Number (e.g., Marks File number), Record Category, Record Title, Privacy Act Number, Disposition Authority, and can be filtered by record type.

Figure 6. RRS-A Advanced Search

The advanced search option of RRS-A will refine your search more efficiently than the main search, but only if you know the exact criteria for which you are searching. It is recommended that the main search function be used if you are not familiar with particular information about instructions and are looking for instructions based on a concept or keyword.



4.3.3 Instruction Detail

Often the user needs further information about a particular instruction. The Instruction detail screen gives a vast amount of information that is not given in the RRS-A summary search screen. All information about a particular instruction is found in the detail screen. Detailed information is available for each instruction by clicking on the Record Category hyperlink for the given instructions as seen in Figure 7. You have the option of scrolling through the detailed results of your search by clicking the “Next” and “Previous” buttons or performing another.

Record Category	MILITARY POLICE
Category Description	These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and Disposition of prisoners.
Record Title	Arms, ammunition, and explosives security management .
Record Description	Documents approving or disapproving use of areas and facilities, exceptions and waivers to standards, long range planning, preparation, and dissemination, maintenance of plans and procedures, and management reviews.
Disposition	
Event Description	superseded or obsolete

Privacy Act Number	NA	Event Driven	Yes
Disposition Authority	NN-166-204	Additional Disposition Authority	
Record Number	190-11c	Record Type	Keep
Permanent Record	No	Duration	0
Prescribing Directives	190-11		

Figure 7. RRS-A - Instruction Detail

You also have the option of printing the instruction by clicking the blue print link at the top of the page.

4.4 Help

ARIMS includes an online help area dedicated to assist users with questions about functionality.



4.4.1 ARIMS Help and Frequently Asked Questions

The ARIMS HELP and FAQ page provides answers to some of the Frequently Asked Questions that might arise while navigating ARIMS. This area provides information about ARIMS, how to access ARIMS, what to do about forgotten passwords, etc. as shown in Figure 8. The user can click on a hyperlink at the top of the page to navigate to the desired information.

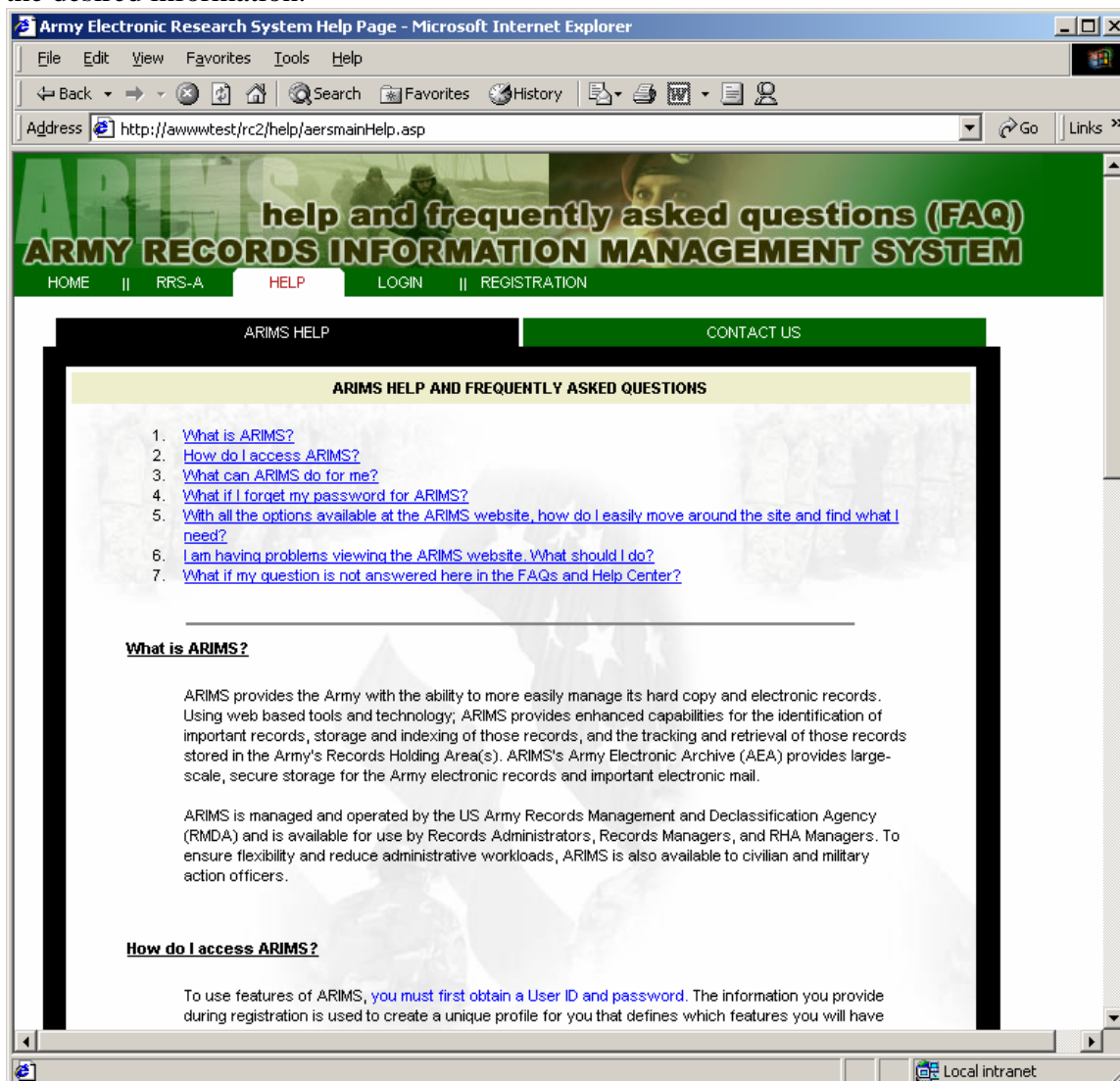


Figure 8. ARIM Help and FAQ

4.4.2 Contact Us

The Contact Us page permits the user to submit comments about ARIMS, document errors, or propose enhancements to the ARIMS development team. The user need only supply an e-mail address (for contact purposes), Army status, and comment to ARIMS as shown in Figure 9. All other information is optional. The information is captured and forwarded via e-mail to the technical support team for processing. A typical response time for a comment should be less than three business days.



http://awwwtest/rc2/help/contactus.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address http://awwwtest/rc2/help/contactus.asp Go Links

ARIMS help and frequently asked questions (FAQ)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A **HELP** LOGIN || REGISTRATION

ARIMS HELP CONTACT US

CONTACT THE ARIMS TECHNICAL STAFF

Full Name:

E-mail Address: *

Phone Number:

Best Time To Call:

ARMY Status: *

Questions: *

(* Indicates Required Field)

[Home](#) | [Hot Topics](#) | [What's New](#) | [Search RRS-A](#) | [Links](#)
[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [PERSCOM](#) | [Army Home Page](#)
[Contact Us](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Done Local intranet

Figure 9. Contact Us

4.5 ARIMS Login/Logoff

To gain access into the suite of tools in ARIMS, a user must have requested an ARIMS user account and been granted a defined role by his/her records administrator. Once this process has occurred, the user will be given a user account and password to log into ARIMS.

4.5.1 Login

To log into ARIMS, simply click the “Login” button at the top and a login page is displayed, as seen in Figure 10 below.



Figure 10. ARIMS Login Screen

4.5.2 Password Hint

In the event you forget your password, ARIMS has the capability of sending you the correct password for your user account. Click the “Forgot Your Password” button and a screen appears where you can input your username and email address seen in Figure 11. When you click the “Submit Your Form” button, ARIMS will check in its user database for a match of the user name and e-mail address. If a match is found, ARIMS will e-mail your username and password to your e-mail address stored in ARIMS.



Figure 11. ARIMS Password Hint

Note: It is important to keep your e-mail address current in ARIMS. Your e-mail address is used for a variety of activities such as record transfer/destruction notifications, dispositional changes to your records, profile changes, ARIMS enhancements, etc. IF YOUR E-MAIL ADDRESS CHANGES, CHANGE YOUR E-MAIL ADDRESS FOR YOUR USER ACCOUNT ASAP. This will ensure that your records are being serviced properly and accurately.

4.5.3 Logout

To exit an ARIMS session, simply click the “Logout” button at the top of the page as shown in Figure 12 below. This will close your session and return you to the public view of ARIMS. It is a good practice to close your web browser after ending a session to ensure no information may remain in your browser’s history.

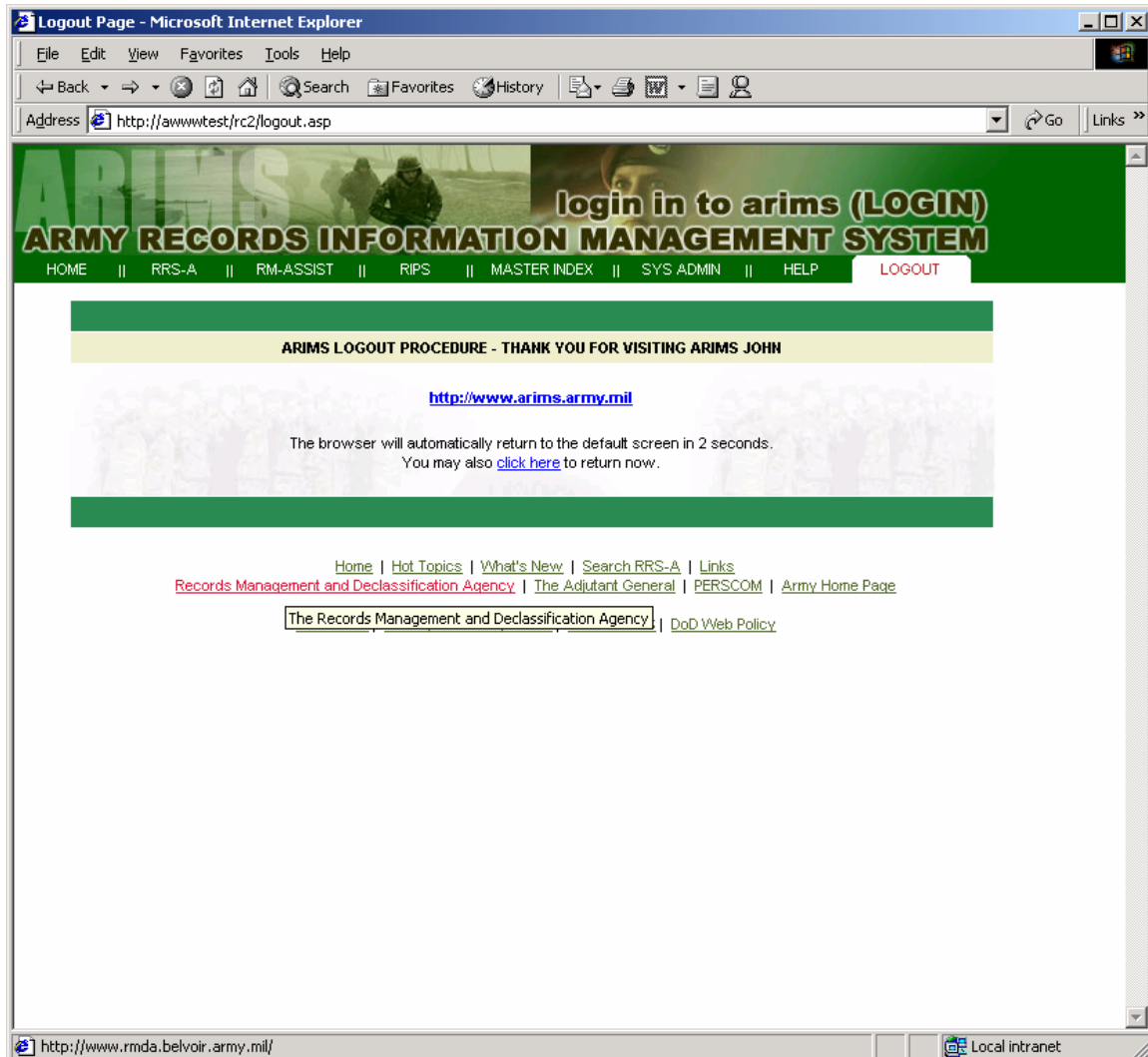


Figure 12. ARIMS Logout

4.6 New User Registration

ARIMS requires new users to register for ARIMS access and security privileges. It is during this registration process that a relationship or hierarchy is determined for a user, what office symbol and unit he/she belongs, which records manager or Records Holding Area (RHA) services the user's records, and which MACOM provides records management guidance and direction. The introduction page alerts the user of the DoD system warning. Click the "Continue New User Registration" button, as seen in Figure 13 to begin the registration process.



Figure 13. ARIMS New User Registration Introduction

4.6.1 Unit Search

As shown in Figure 14, you are asked to provide your Unit Identification Code (UIC) or a keyword for your unit name. After you have entered this information, click the “GO” button to move to the next part of the registration.



Figure 14. ARIMS Registration - Unit Search

A list of units matching your search criteria is displayed for you to chose the correct unit. Figure 15 illustrates an example of a search result.



ARIMS UNIT SEARCH --> Registration - Microsoft Internet Explorer

Address: <http://awwwwtest/rc2/registrationv1/UnitSearch.asp>

ARIMS become a arims user (REGISTRATION)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || HELP || LOGIN **REGISTRATION**

ARIMS UNIT SEARCH - REGISTRATION

1-7 OF 7 MATCHES PAGE 1 OF 1 [RESTART REGISTRATION](#)

UIC	UNIT NAME	CITY	STATE	ZIP CODE	COUNTRY
<input type="checkbox"/> W0FPKG	USAR TRAINING CENTER		IN	46628	United States
<input type="checkbox"/> W0FPKG	USAR TRAINING CENTER		WI	53704	United States
<input type="checkbox"/> W0FPKG	USAR TRAINING CENTER		WI	53218	United States
<input type="checkbox"/> W2MKAA	TRAINING CENTER COMMAND		SC	29207	United States
<input type="checkbox"/> W7Q8AA	TRAINING CENTER SUPPORT UNIT	LITTLE FALLS	MN	56345	United States
<input type="checkbox"/> W8GXAA	ARNJ MANEUVER TRAINING CENTER	BLACKSTONE	VA	23824	United States
<input checked="" type="checkbox"/> W8X5AA	MEDICAL TRAINING CENTER	ALAMO HEIGHTS	TX	78209	United States

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[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [PERSCOM](#) | [Army Home Page](#)
[Contact Us](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Local intranet

Figure 15. ARIMS Registration - Unit Search Results

If you need more information about a particular unit, click the unit name and a screen with unit detail appears in another browser window as seen in the Figure 16 example. Check the correct unit and hit the “Submit Selected Unit” button.



DETAILS FOR W8X5AA CLOSE WINDOW	
UICID	W8X5AA
UNIT NAME	MEDICAL TRAINING CENTER
ADDRESS	USARC
CITY	ALAMO HEIGHTS
STATE	TX
POSTAL CODE	78209
COUNTRY	United States
SERVICE	A
STATUS	V
POC	

Figure 16. ARIMS Registration - Unit Detail Screen

4.6.2 Identify MACOM

If an office symbol/unit/RHA/MACOM relationship has not been established in ARIMS for your particular unit, a wizard-like series of screens appear for you to establish the relationship as seen in Figure 17 and Figure 18.

If an office symbol/unit/RHA/MACOM relationship is already established in ARIMS for your particular unit, the User Profile page appears as shown in Figure 19. If you are presented with this screen, skip the following instructions and proceed to Section 4.6.4 New User Information.

From the list of MACOMs, select your MACOM by clicking in the checkbox and clicking the “Submit Selected MACOM” button to continue. If you need to see more detailed information about the MACOM, click on the MACOM name and another browser window appears with detailed information about the MACOM.



MACOM CODE	MACOM DESC
<input type="checkbox"/> AMC	U.S. ARMY MATERIEL COMMAND
<input type="checkbox"/> CIDC	US Army Criminal Investigation Command
<input type="checkbox"/> EUSA	EIGHTH UNITED STATES ARMY
<input type="checkbox"/> FORSCOM	FORCES COMMAND
<input type="checkbox"/> HQDA	Headquarters - Department of The Army
<input type="checkbox"/> INSCOM	U.S. ARMY INTELLIGENCE & SECURITY COMMAND
<input type="checkbox"/> MDVV	MILITARY DISTRICT OF WASHINGTON
<input checked="" type="checkbox"/> MEDCOM	U.S. ARMY MEDICAL COMMAND
<input type="checkbox"/> MTMC	MILITARY TRAFFIC MANAGEMENT COMMAND
<input type="checkbox"/> NGB	NATIONAL GUARD BUREAU
<input type="checkbox"/> SMDC	U.S. ARMY SPACE & MISSILE DEFENSE COMMAND
<input type="checkbox"/> TESTCOM	US Army Test Command
<input type="checkbox"/> TRADOC	U.S. ARMY TRAINING & DOCTRINE COMMAND
<input type="checkbox"/> USAAMC	US ARMY AVIATION AND MISSILE COMMAND
<input type="checkbox"/> USACCE	US Army Contracting Command, Europe
<input type="checkbox"/> USACE	U.S. ARMY CORPS OF ENGINEERS
<input type="checkbox"/> USAMRMC	U.S. ARMY MEDICAL RESEARCH & MATERIEL COMMAND
<input type="checkbox"/> USARC	US ARMY RESERVE COMMAND
<input type="checkbox"/> USAREUR	U.S. ARMY EUROPE
<input type="checkbox"/> USARPAC	U.S. ARMY, PACIFIC COMMAND
<input type="checkbox"/> USARSO	U.S. ARMY, SOUTH
<input type="checkbox"/> USASOC	US ARMY SPECIAL OPERATIONS COMMAND
<input type="checkbox"/> USMA	US Military Academy

Submit Selected Macom

Figure 17. ARIMS Registration - MACOM Selection

4.6.3 Identify Servicing Records Holding Area

Lists of servicing RHAs that support the MACOM selected appear in the next screen as shown in Figure 18. Again, click the RHA to select the servicing RHA for your unit and click the “Submit Selected RHA” button to continue.

If you need to see more detailed information about the RHA, click on the RHA name and another browser window appears with detailed information about the RHA.



ARIMS become a arims user (REGISTRATION)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || HELP || LOGIN **REGISTRATION**

RHA SELECTION ARIMS REGISTRATION PROCEDURE FOR UNIT SELECT RHA - W8X5AA : MEDICAL TRAINING CENTER

[RESTART REGISTRATION](#)

INSTALLATION	ORGANIZATION	CITY	STATE
<input type="checkbox"/> Detrick (MEDCOM)	US Army Medical Research and Materiel Command, Fort Detrick	FORT DETRICK	MD
<input type="checkbox"/> Fort Sam Houston (MEDCOM)	US Army Medical Department Center and School and Fort Sam Houston	FORT SAM HOUSTON	TX
<input type="checkbox"/> I DON'T KNOW MY RHA			

[Home](#) | [Hot Topics](#) | [What's New](#) | [Search RRS-A](#) | [Links](#)
[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [PERSCOM](#) | [Army Home Page](#)
[Contact Us](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Figure 18. ARIMS Registration - Records Holding Area Selection

If you are unsure which RHA services your records or believe your servicing RHA is missing from the list, you can select the “I Don’t Know” option and the relationship will be evaluated by the Records Management and Declassification’s (RMDA) ARIMS team for clarification.

4.6.4 New User Information

Once you have established or created your unit information, you will need to provide information about yourself as seen in Figure 19. ARIMS uses this information as point of contact data for automated notifications of several milestones your records may reach during their retention lifecycle.



Figure 19. ARIMS Registration - New User Profile

If your unit does exist, you will be taken directly to New User Registration form. The Office Symbol field may be populated with existing office symbols created by previous users in your unit. If your office symbol does not appear, you have the capability of adding your office symbol by clicking the hyperlink.

5. ARIMS Core Tools

5.1 RM - Assist

RM Assist sub-system is comprised of two (2) major components, RRS-A and ORL. Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the ARIMS. The Records Retention



Schedules reflect all National Archives and Records Administration (NARA) approved dispositions for Army records.

The ORL is a sub-system that allows both the authorized user from the unit and the RHA the ability to create ORLs for units. The ORL will be tracked at the office symbol level. This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate.

Figure 20 shows the introduction page to RM Assist.

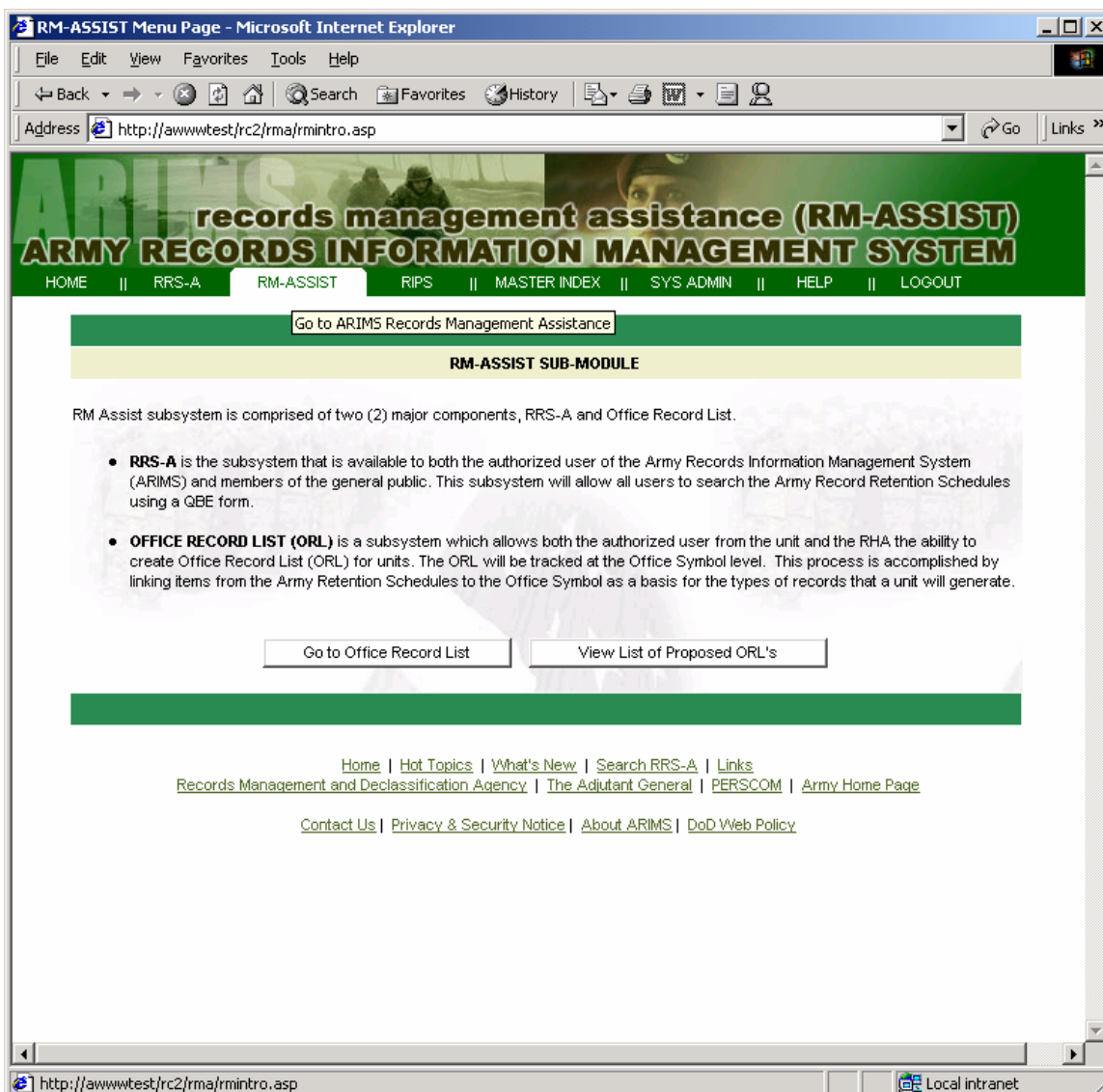


Figure 20. RM Assist Introduction

RRS-A is the sub-system that is available to both authorized users of ARIMS and members of the general public. This sub-system will allow all users to search the Army Record Retention Schedules as documented in Section 4.3 Record Retention Schedule -



Army. Additional functionality is available to selected RMDA personnel, which allows them the ability to update the Army Record Retention Schedules based on NARA approved dispositions.

5.1.1 Office Record List Module

The ORL is a sub-system that allows both the authorized user from the unit and the RHA the ability to create ORLs for units. Use of the ORL as part of a unit's standard record keeping procedures can greatly reduce the amount of effort required to service and maintain official records. The ORL provides ARIMS key information about the types of records created for a particular office symbol, when records were created (based on the when the ORL was created), how long the records are to be serviced, and, if necessary, destroyed or retired to NARA.

If the action office or unit user creates the ORL, the RHA Records Manager must approve the ORL before the unit can use the list. If the RHA creates the ORL, the ORL will need to be reviewed and approval granted by the Records Manager. Once the unit has an approved ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on expandable folders/boxes in the unit's filing area for future records collection by records managers.

To enter the ORL sub-module, click the "Go to Office Records List" button as shown in Figure 20.

The next screen that appears contains all ORLs available to the user based on his/her ARIMS role. In Figure 21, this is a typical view of a records manager ORL list. Notice the user cannot change the MACOM and RHA information. This illustrates that users cannot access other areas beyond the defined hierarchy in ARIMS. This user is a records manager for Springfield RHA and can only access ORLs and records for the units he/she services. This user cannot service other units that belong to other RHAs within TESTCOM MACOM or other MACOMs within the Army. For an action office, the screen would allow viewing of other ORLs within the unit and modification of ORLs for the particular unit.



Office Record List (ORL) SUB-MODULE

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA the ability to create Office Record List (ORL) for units. The ORL will be tracked at the Office Symbol level. This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Record Manager must approve the ORL before the unit can use the list. If the RHA creates the ORL, the ORL will need to be reviewed and approval granted. Once the unit has a list of approved ORL's, the RHA will generate a set of barcode labels for the unit which can be placed on expandable folders/boxes and for the unit to collect the records accordingly.

MACOM
RHA
UNIT
OFFICE SYMBOL

TESTCOM
SPRINGFIELD (TEST)
SPRINGFIELD (TEST)
TAPC-PDD-RR

(1) To Create an ORL — *Select the Create ORL button and enter name*
(2) To Update/View an ORL — *Select the ORL Name*

ORL Name	Status	Date Created	Created By
Illinois	Proposed	8/21/2001	Betty S. Burton
Operation Test	Approved	12/27/2001	Betty S. Burton
TestOne	Proposed	12/27/2001	Betty S. Burton

Create New ORL View ORL Update ORL Print ORL

Home | Hot Topics | What's New | Search RRS-A | Links
Records Management and Declassification Agency | The Adjutant General | PERSCOM | Army Home Page

Figure 21. RM Assist - ORL Introduction Page

5.1.2 Creating an ORL

In order to create an ORL, the user must first select an office symbol. Office symbols are created or selected when you created your user profile. Upon selection of your office symbol, you will see the “Create New ORL” button at the bottom of the screen. Click this button to create your new ORL. You will then see a pop-up window that prompts you to type in a short description of your ORL as shown in Figure 22. This will be used to keep track of the ORL that you are submitting for approval to your records manager or administrator.



Figure 22. RM Assist - Create New ORL

Note: You can only create one ORL per office symbol in a given year. ORLs are active for one year and need to be re-approved each year. This is by design to compute the records' retention period and calculating record milestones (destruction, transfer, retire to NARA, etc.) during its lifecycle.

After the one-year period, you will be notified that your ORL has expired. You will have the ability to “re-new” your expired ORL and add or delete instructions to this version ORL. Once you save or submit your ORL, it is available for use within the unit or organization.

5.1.3 Viewing Your ORL

Once you have created your ORL, you can now select the ORL by clicking on the blue link under the ORL name in the list. Upon selection of an ORL, you have the ability to view, update or print your ORL.

To view an ORL, click the “View ORL” button at the bottom of the page. A list of instructions is displayed which has a similar “look and feel” to the results screens from RRS-A as seen in Figure 23 below.



VIEW ORL VIEW AND APPROVE TESTONE: CREATED BY BETTY S. BURTON ON 12/27/2001
USE THE CHECK BOX TO SELECT ANY RECORD

[Approve ORL](#) [Delete from ORL](#) [Back to Search List](#) [Printer Friendly ORL](#) [Return to RM-Assist](#)

1-2 OF 2 MATCHES PAGE 1 OF 1 [NEW SEARCH](#)

REC. CATEGORY	REC. TITLE	T/K	DUR	PERMDISP	AUTH	PRIV	ACT NO.	REC. NUM.	PRES DIR	STAT
<input type="checkbox"/> MILITARY POLICE	Arms, ammunition, and explosives security management .	K	0	No	NN-166-204	NA		190-11c	190-11	P
<input type="checkbox"/> MILITARY POLICE	Loss, theft, and recovery of firearms files - Offices having Armywide responsibility.	T	20	No	NC1-AU-79-5	NA		190-45d	190-45	P

[GRAY ROWS - APPROVED INSTRUCTIONS](#) [SORT DESC. TOP](#)
[BLUE ROWS - INSTRUCTIONS THAT ALREADY HAVE BARCODES](#)

Figure 23. RM Assist - View ORL

This list displays all of the instructions that have been chosen for the ORL and also includes specific details that are relevant to each instruction. Notice the “STAT” column in Figure 23. This column displays whether the instruction in the ORL has been proposed (denoted by “P”) by an action officer or approved (denoted by “A”) by the records manager.

You can also delete any proposed instructions that may have been inadvertently included in the ORL. Approved instructions cannot be deleted from an ORL.

If you click the blue hyperlink on the record category title of a particular instruction, a detailed view of the instruction is displayed. This is the same instruction detail page described in RRS-A except the record set is coming from your proposed ORL instructions. In this detail view, you have the option of going back to your ORL list or



you can scroll through the selected ORL instructions, by using the “Next” and “Previous” links that are on the top right and bottom right of the page. If the new search link is clicked, you are taken to the RRS-A search. This might be convenient if you need to research an instruction to add to your ORL.

You also have the option of printing your instruction by clicking the blue “Print” links at the top of the page.

5.1.4 Updating the ORL

Periodically, it will be necessary to update your organization’s ORL to meet changing missions. To update an ORL, click the ORL you wish to change and click the “Update ORL” button.

The next screen takes you to a view of the instructions that are currently saved to your ORL shown in Figure 24. An “Add Instructions to ORL” button is displayed for you to begin adding instructions to your ORL using a “shopping cart” approach while you search for new instructions.

http://www.arims.army.mil/rc2/rrsanew/orlview.asp?view=true&cbofficeSymbol=106&oflid=53&rflname=TestOne&created=12/27/2001&by=...

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address http://www.arims.army.mil/rc2/rrsanew/orlview.asp?view=true&cbofficeSymbol=106&oflid=53&rflname=TestOne&created=12/27/2001&by=...

records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A **RM-ASSIST** RIPS || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

VIEW ORL VIEW AND APPROVE TESTONE: CREATED BY BETTY S. BURTON ON 12/27/2001
USE THE CHECK BOX TO SELECT ANY RECORD

Add Instructions to ORL Approve ORL Delete from ORL Printer Friendly ORL Return to RM-Assist

1-2 OF 2 MATCHES PAGE 1 OF 1

REC. CATEGORY	REC. TITLE	T/K	DUR	PERMDISP	AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR.	STAT
MILITARY POLICE	Arms, ammunition, and explosives security management	K	0	No	NN-166-204	NA	190-11c	190-11	A
MILITARY POLICE	Loss, theft, and recovery of firearms files - Offices having Armywide responsibility	T	20	No	NC1-AU-79-5	NA	190-45d	190-45	A

GRAY ROWS - APPROVED INSTRUCTIONS
BLUE ROWS - INSTRUCTIONS THAT ALREADY HAVE BARCODES

SORT DESC. TOP

Done Internet

Figure 24. RM Assist - Update ORL - View Current ORL



The next screen, as seen in Figure 25, takes you to the RRS-A search engine to begin searching for additional instructions. You have the same options and functionality as the RRS-A module for assisting you in finding the desired instruction you wish to add to your ORL.

The screenshot shows a web browser window titled "RRS-A Search - Microsoft Internet Explorer". The address bar contains a URL: `?view=true&list=&cbofficeSymbol=106&ofid=53&rflname=TestOne&created=12/27/2001&by=Betty%20Burton`. The page header features the ARIMS logo and the text "records management assistance (RM-ASSIST) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST (highlighted), RIPS, MASTER INDEX, SYS ADMIN, HELP, and LOGOUT. The main content area is titled "RECORDS RETENTION SCHEDULE UPDATE ORL - ARMY (SEARCH) FOR TESTONE". It includes a section for "Update ORL" with the following details: ORL Name: TestOne, Created By: Betty Burton, and Date Created: 12/27/2001. A description states: "Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records." To the right, under "Related Links", are links for "RRS-A Advanced Search" and "Disposition Codes". The search interface includes a "Search by Keyword" section with a text input field, an "OR" separator, and a "Search By Army Regulation or other prescribing directive" section with a text input field and instructions to "Enter numbers only, do not enter AR, PAM, etc.". Below these are "Select Type of Record" radio buttons for EVENT, NON EVENT, ALL, PERMANENT, NON PERMANENT, and TRANSFER, KEEP, and ALL. The "Browse by Record Category" section has a dropdown menu labeled "PLEASE SELECT A RECORD CATEGORY". At the bottom are "Submit Search" and "Reset Form" buttons.

Figure 25. RM Assist - Update ORL - Search

Figure 26 is an example of an RRS-A search for instructions containing the keywords “police” and “ammu”. A checkbox is also included for each instruction. Using the checkboxes, multiple selections can be added to your ORL.



http://awwwtest/rc2/rrsanew/rrsaSearch.asp?tork=N&event=N&perm=N&search=police>ammu&searchcon=0 - Micros...

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address NaN0&reccatid=0&cbofficeSymbol=106&oflid=53&rfname=TestOne&created=12/27/2001&by=Betty%20S.%20Burton Go Links >>

ARIMS records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A **RM-ASSIST** RIPS || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

RRS-A SEARCH FOR ORL SEARCH FOR TESTONE: CREATED BY: BETTY S. BURTON ON 12/27/2001
USE THE CHECK BOX TO SELECT ANY RECORD

Search within Results Add to ORL Cart Checkout Cart Return to RM-Assist View ORL Data

GO Search > police>ammu

1-3 OF 3 MATCHES PAGE 1 OF 1 NEW SEARCH PAGE: Go

REC. CATEGORY	REC. TITLE	T/K	DUR	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR
<input type="checkbox"/> MILITARY POLICE	Arms, ammunition, and explosives security management .	K	0	No	NN-166-204	NA	190-11c	190-11
<input type="checkbox"/> MILITARY POLICE	Loss, theft, and recovery of firearms files - Offices having Armywide responsibility:	T	20	No	NC1-AU-79-5	NA	190-45d	190-45
<input type="checkbox"/> MILITARY POLICE	Structural certifications	K	0	No	NN-166-204	NA	190-11b	190-11

[GREEN ROWS - INSTRUCTIONS IN CART](#) | [BLUE ROWS - INSTRUCTIONS IN ORL](#) SORT DESC. TOP

Done Local intranet

Figure 26. RM Assist - Update ORL - Search Results

Simply check the desired instructions and click the “Add to ORL Cart” button to temporarily save the instructions into your shopping cart as depicted in Figure 27 below. This is very effective if you need to move a substantial amount of instructions to your specific ORL.



The screenshot shows a web browser window with the URL <http://awwwtest/rc2/rrsanew/rrsaSearch.asp?tork=N&event=N&perm=N&search=police>ammu&searchcon=0>. The browser's address bar shows the full URL. The page title is "records management assistance (RM-ASSIST) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". The navigation bar includes links for HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP, and LOGOUT. The main content area is titled "RRS-A SEARCH FOR ORL" and displays search results for "police" and "ammu". The search results are shown in a table with columns: REC. CATEGORY, REC. TITLE, T/K, DUR, PERM DISP. AUTH, PRIV. ACT NO., REC. NUM., and PRES. DIR. The table contains three rows of results, all with a green background. The first row is for "MILITARY POLICE" with the title "Arms, ammunition, and explosives security management". The second row is for "MILITARY POLICE" with the title "Loss, theft, and recovery of firearms files - Offices having Armywide responsibility:". The third row is for "MILITARY POLICE" with the title "Structural certifications". The table also includes a "GO" button and a "Search > police>ammu" link. Below the table, there are links for "GREEN ROWS - INSTRUCTIONS IN CART" and "BLUE ROWS - INSTRUCTIONS IN ORL", and a "SORT DESC. TOP" link. The browser's status bar at the bottom shows "Local intranet".

REC. CATEGORY	REC. TITLE	T/K	DUR	PERM DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR
<input checked="" type="checkbox"/> MILITARY POLICE	Arms, ammunition, and explosives security management	K	0	No	NN-166-204	NA	190-11c11
<input checked="" type="checkbox"/> MILITARY POLICE	Loss, theft, and recovery of firearms files - Offices having Armywide responsibility:	T	20	No	NC1-AU-79-5	NA	190-45d45
<input type="checkbox"/> MILITARY POLICE	Structural certifications	K	0	No	NN-166-204	NA	190-11b11

Figure 27. RM Assist - ORL Cart

As shown in Figure 28, the backgrounds for instructions added into the ORL Cart change to a green color. If by chance you select an instruction that already exists in your ORL, its background appears as blue to alert you that the instruction does not need to be re-selected.

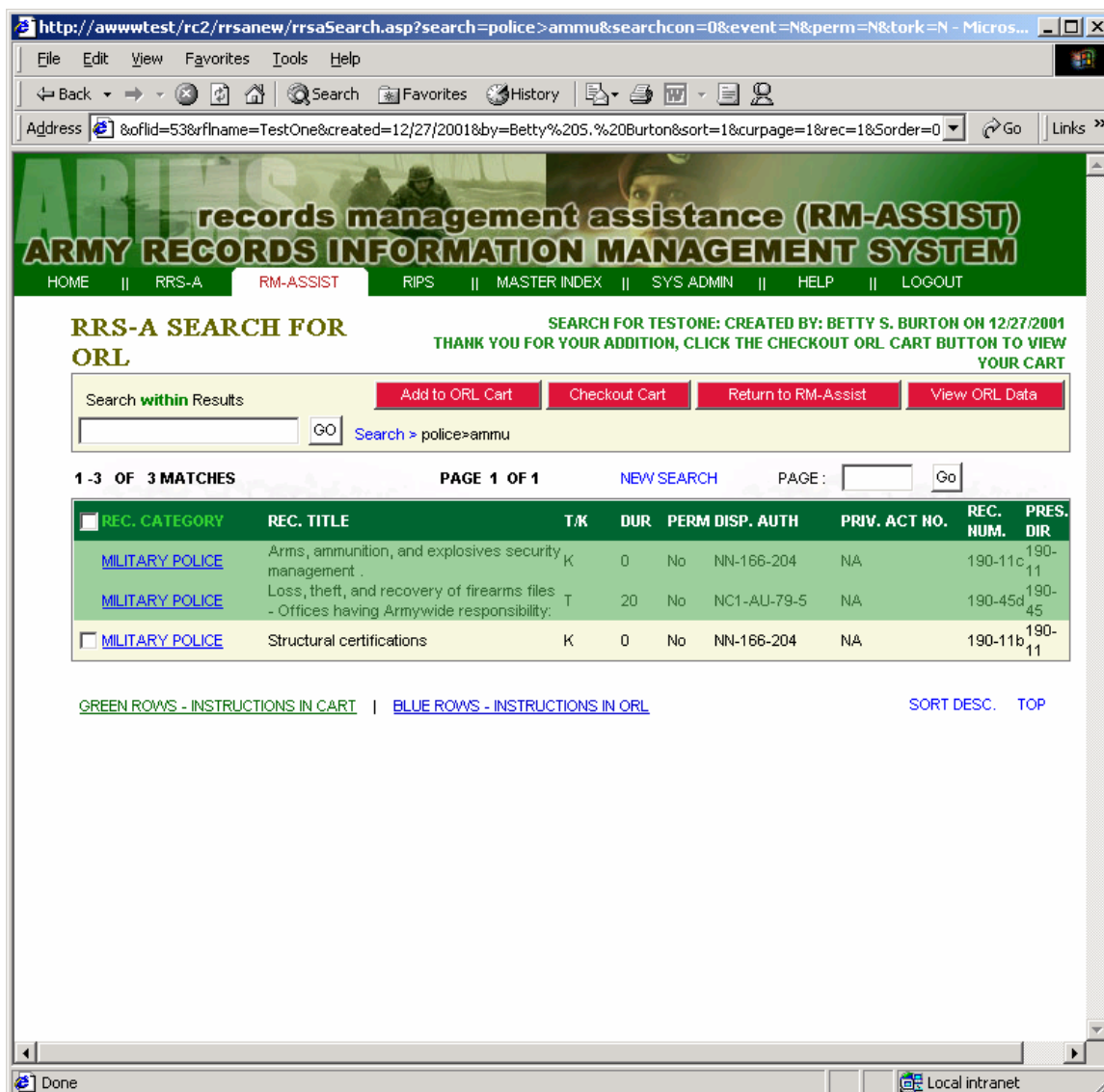


Figure 28. RM Assist - ORL Cart – Approve

If none of results of your search match your needs, simply click “New Search” link and you will be taken back to the RRS-A search page.

Sometimes you may need to review your ORL during the update session. The “View ORL Data” button will launch a new browser window with a copy of your ORL without any instructions contained in your shopping cart.

When you have finished updating your ORL, click the “Checkout Cart” button to review all the instructions you saved during your session. A screen similar to Figure 29 appears for you to either: add to your ORL; delete from the shopping cart; view ORL; return to searching for instructions to be placed within ORL cart; or exit shopping cart and return to RM Assist.



To add the instructions from the shopping cart to your ORL, check the appropriate instructions in the checkbox and click the “Approve ORL” button.

To delete instructions from the shopping cart, check the appropriate instructions in the checkbox and click the “Delete from ORL Cart” button.

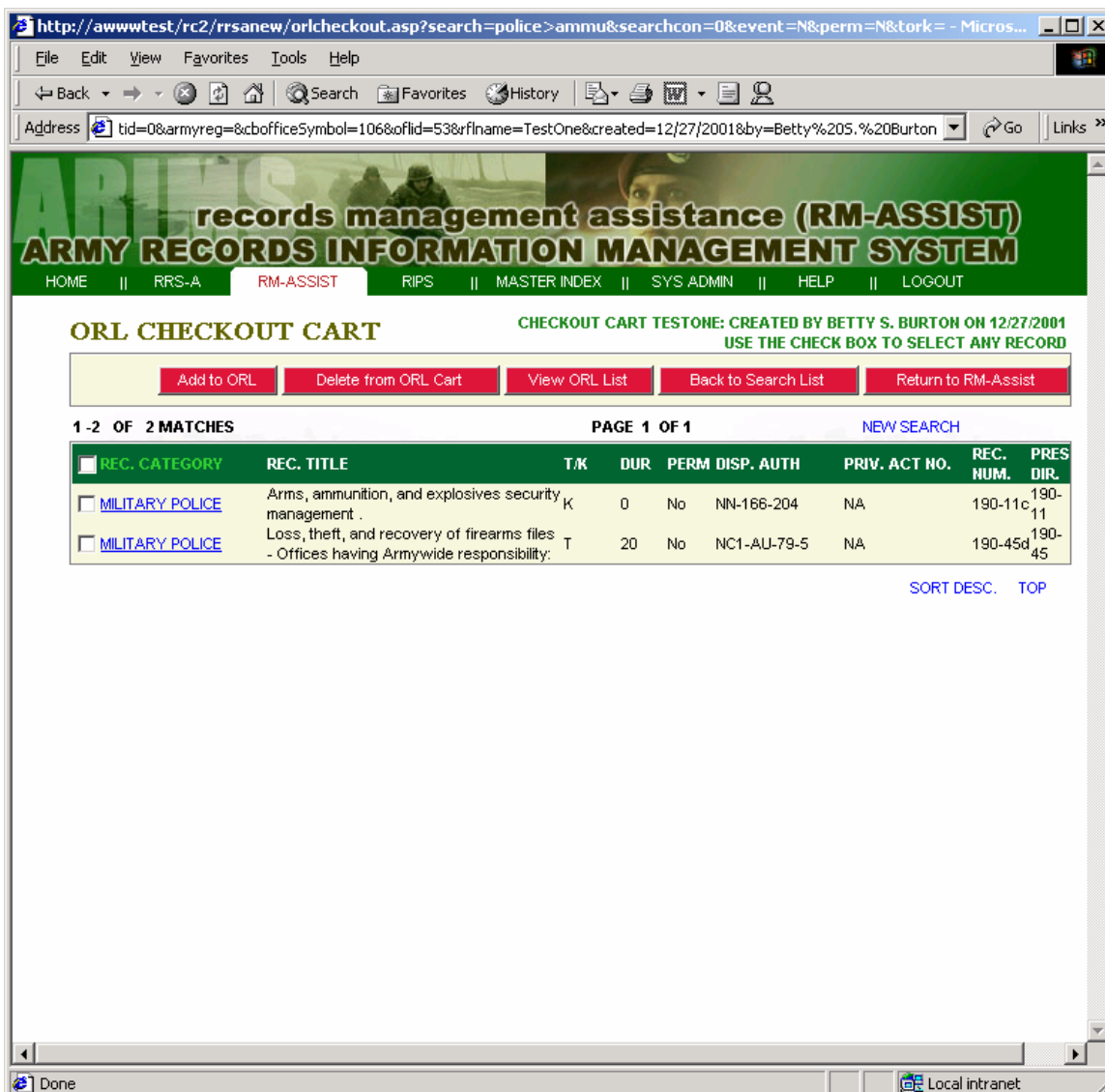


Figure 29. RM Assist - ORL Cart – Checkout

After the instructions have been added to the ORL, you can click the “View ORL List” to see your updated ORL. In Figure 30, notice the added instructions in the ORL have the “P” or proposed designation in the STAT column.

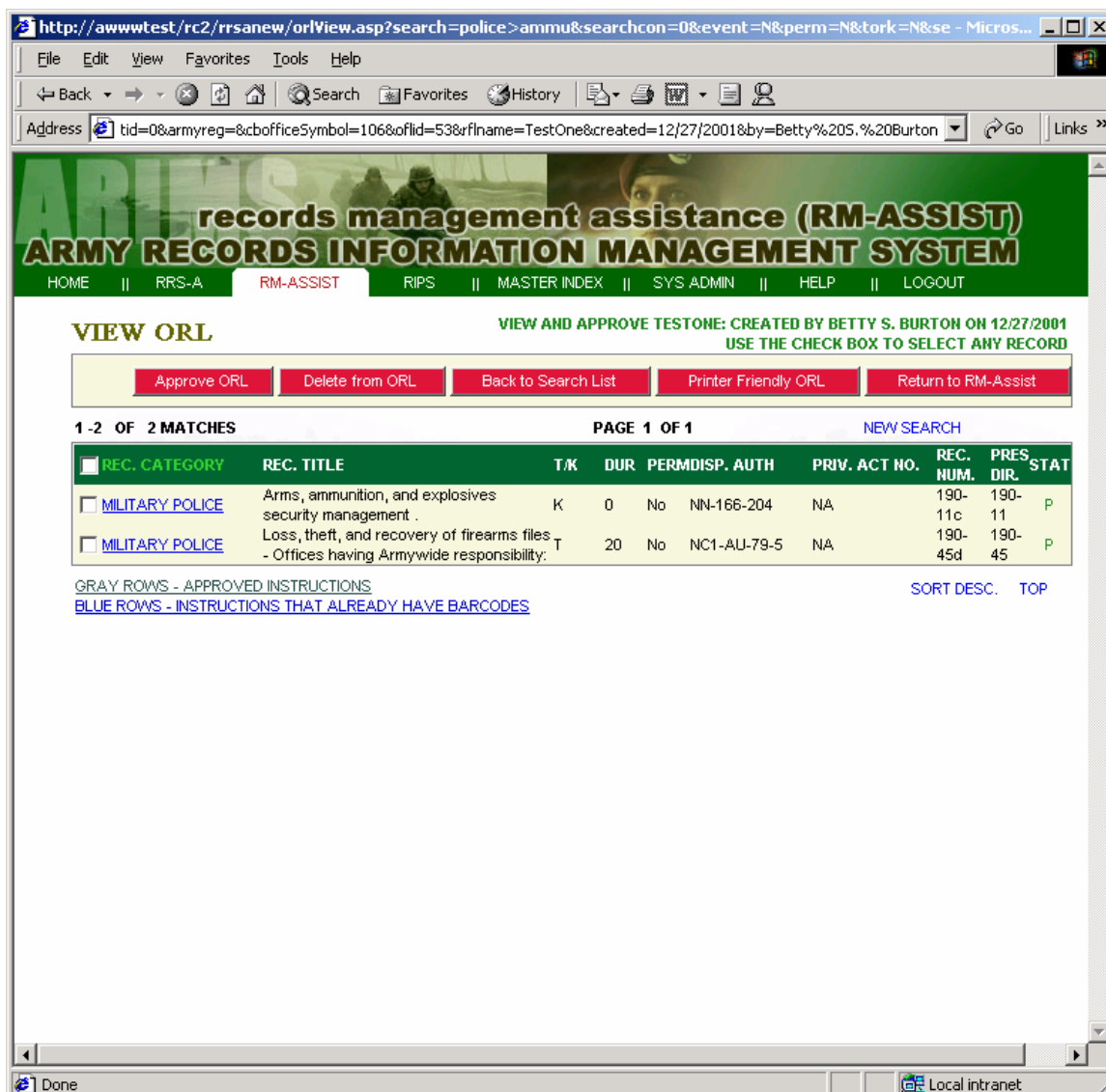


Figure 30. RM Assist - ORL Approve

5.1.4.1 Approving RRS-A Instructions for ORL

To approve instructions for an ORL, check the appropriate instructions in the checkbox and click the “Approve ORL” button. Figure 31 shows an example of an approved ORL. Notice there are no checkboxes for approved instructions in this example and the background for each instruction is blue. This is by design for instructions within an ORL for which barcode labels have been generated. Once barcode labels are created and printed, the labels are permanently linked to the corresponding instructions in the ORL for record life-cycle purposes.

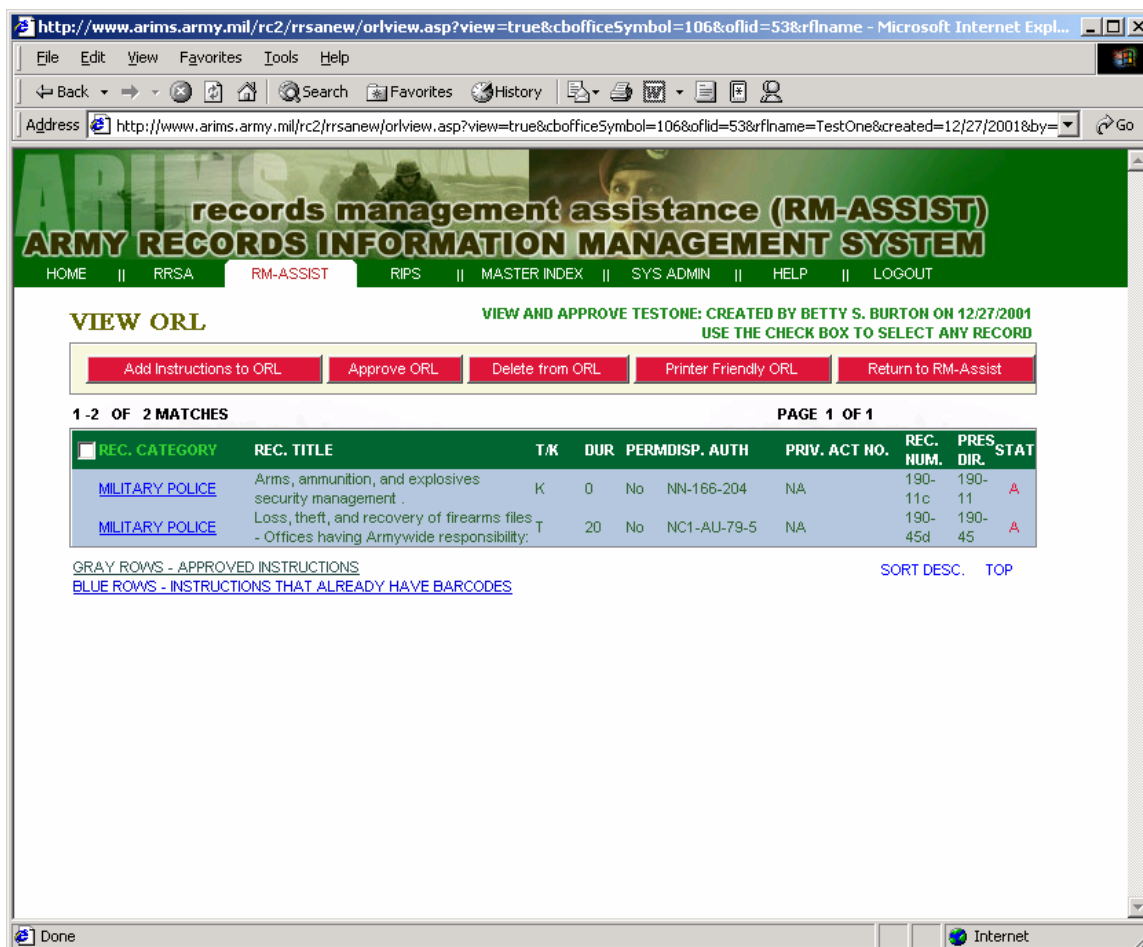


Figure 31. RM Assist - Approve ORL

Reminder: The ability to approve ORLs for an organization is reserved for records managers and records administrators. Action officers can only create new ORLs or propose changes to existing ORLs. Approved ORLs are required to print barcode labels.

5.1.4.2 Deleting RRS-A Instructions from ORL

To delete **proposed** instructions from the ORL, check the appropriate instructions in the checkbox and click the “Delete from ORL” button.

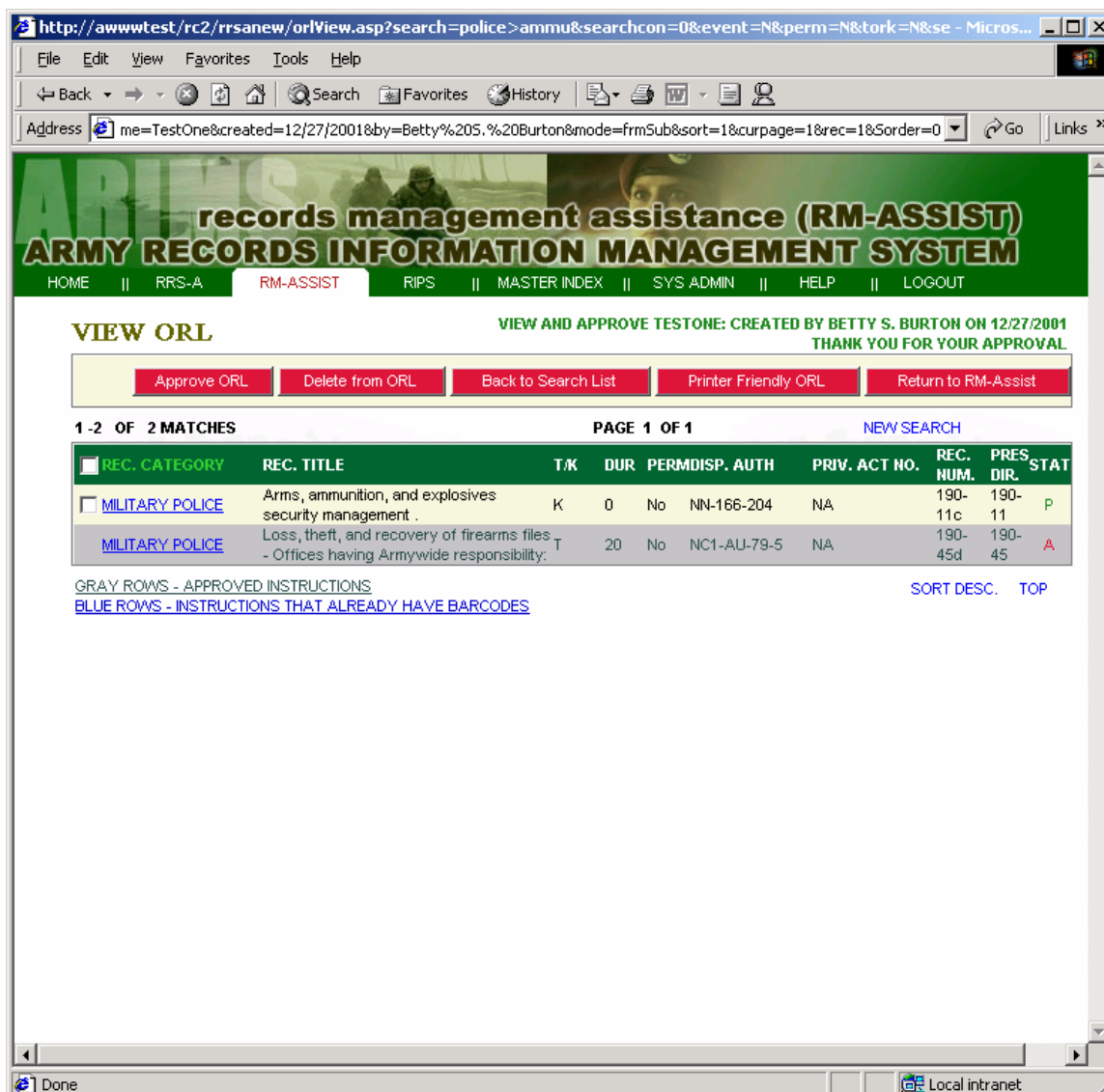


Figure 32. RM Assist - Delete Proposed Instruction from ORL

Figure 32 illustrates an example of an ORL with both proposed and approved instructions. A records manager or administrator can select the checkboxes and click “Delete from ORL” button to permanently delete the proposed instruction from the ORL.

5.1.5 Printing Your ORL

Once you have developed your ORL and it has been approved for use within your organization, you can print out your ORL for quick reference. You select your office symbol by clicking on the ORL you wish to print. Once the ORL is selected, click the “Print ORL Button” to produce a printable copy of the ORL.



PRINT THIS!

MACOM:	US Army Test Command	ORL NAME:	Operation Test
RHA:	Springfield (TEST)	DATE CREATED:	12/27/2001 9:17:33 AM
UNIT:	SPRINGFIELD (TEST)	CREATED BY:	Betty S. Burton
OFFICE SYMBOL:	TAPC-PDD-RR	TYPE YEAR:	Calendar Year

Return to RM Assist

Record Category: ADMINISTRATION
Category Description: These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series.
Record Title: Army gift offers - Accepted offers
Record Description: Information relating to the offer of gifts and donations by private citizens and organizations to the Department of the Army. These records accumulate at HqDA only. Included are offers, evaluation of offers and coordinating information, letters of acceptance or refusal, and related information.

Disposition:
Event Description:

TK: T **Dur:** 0 **Perm:** Yes
Disp. Auth: NC1-AU-76-59 **Privacy Act No:** A0870-5DAMH

Record Number: 1-100a **Status:** Proposed

Record Category: ADMINISTRATION
Category Description: These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series.
Record Title: TDA, CTA, and TAADS files (Rescinded, use FN 310-49b)

Figure 33. RM Assist - Printing ORL

Figure 33 shows an example of an ORL in a printable format. Each instruction is explained in detail with the key information about the ORL creator, unit, ORL name, date created, etc.

5.1.6 Printing Barcode Labels

ARIMS gives users the capability to use barcode technology to track and index office records in hardcopy by leveraging a user's individual and unit profile information and RRS-A's records retention and handling using an organization's ORL. With this information, ARIMS can determine where records were created, when they were created (within a particular calendar year), what type of record is being submitted, when it was submitted, etc.

Figure 34 provides an example sheet of labels to be used on dispositional folders. Two labels are generated for each dispositional folder; the first is a unique barcode to track the folder through its life cycle and the second is the corresponding RRS-A instruction for the folder which is to help action officers identify which types of records are to be placed in the folder. Both labels are to be placed on each dispositional folder in clear view.

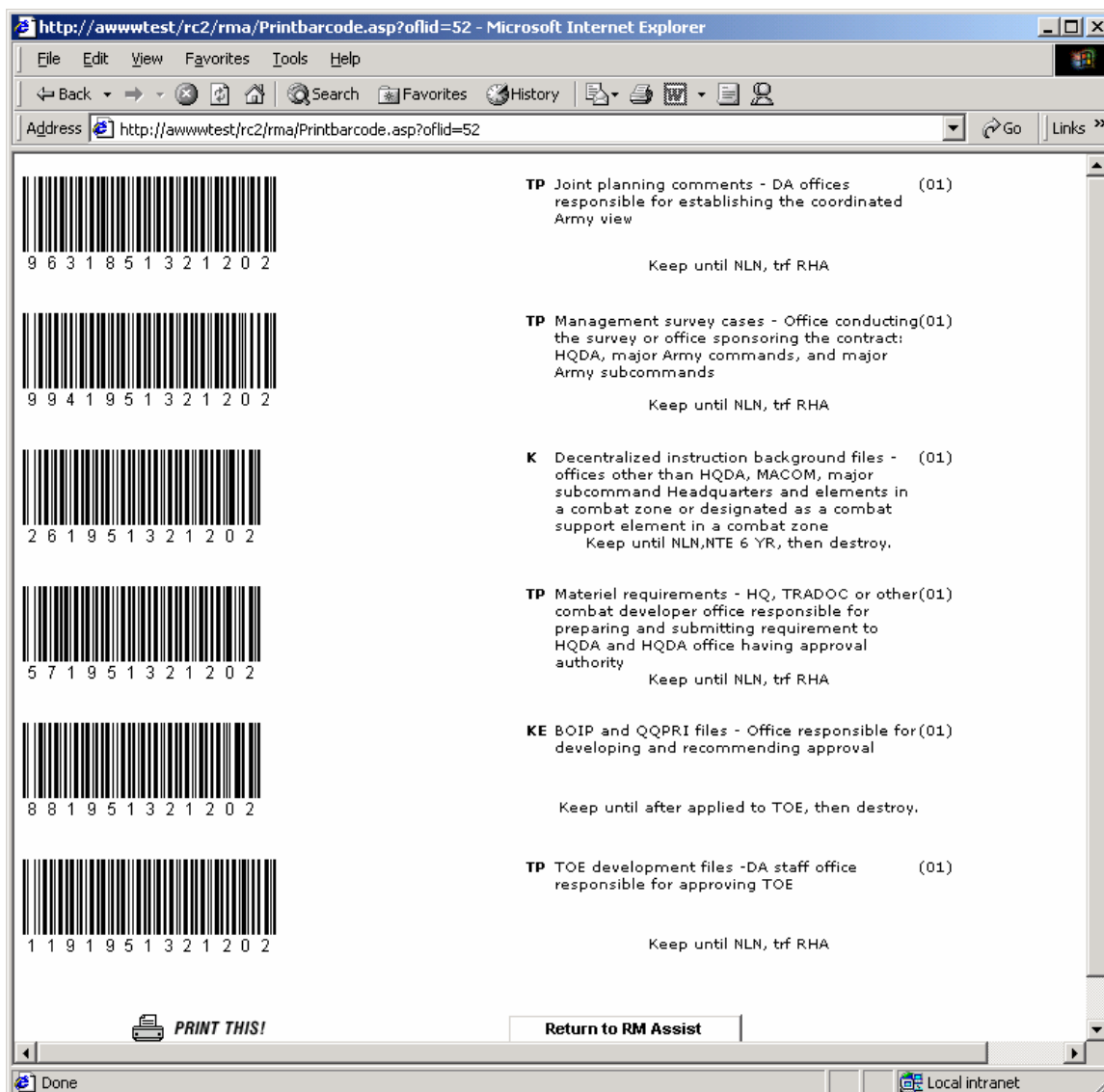


Figure 34. RM Assist - Print Barcode Labels

The RIPS module, discussed below in Section 5.2, uses these barcodes to streamline the hardcopy indexing process.

Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!

5.2 Records Input Processing Sub-system - RIPS

The Record Input Processing Sub-system (RIPS) is the main entry point for all folders being tracked within The Army Records Information Management System (ARIMS). RIPS processing includes four (4) main phases:



- **THE PROCESS BATCH PHASE** - where unit hardcopy records are received by Records Managers, and bar-coded expandable folders are scanned. A receipt is generated by ARIMS and returned to the unit as a record of the transaction.
- **THE ACTION OFFICER FOLDER PHASE** - where the various action officer folders in the expandable folder/box are added to the system and the remainder of the expandable folder/box data is added to the record.
- **THE CREATE BOX PHASE** - generates unique bar-coded labels for storage containers used in a designated record storage area.
- **THE FOLDER ASSIGNMENT PHASE** - where the indexed expandable folders are placed in either containers with other folders of like disposition or in RHA boxes with folders of various types of dispositions. Several warehouse management tools are provided for container management like initial location, check in/out, transfer and relocate containers.

Figure 35 shows the introductory page to the RIPS module.

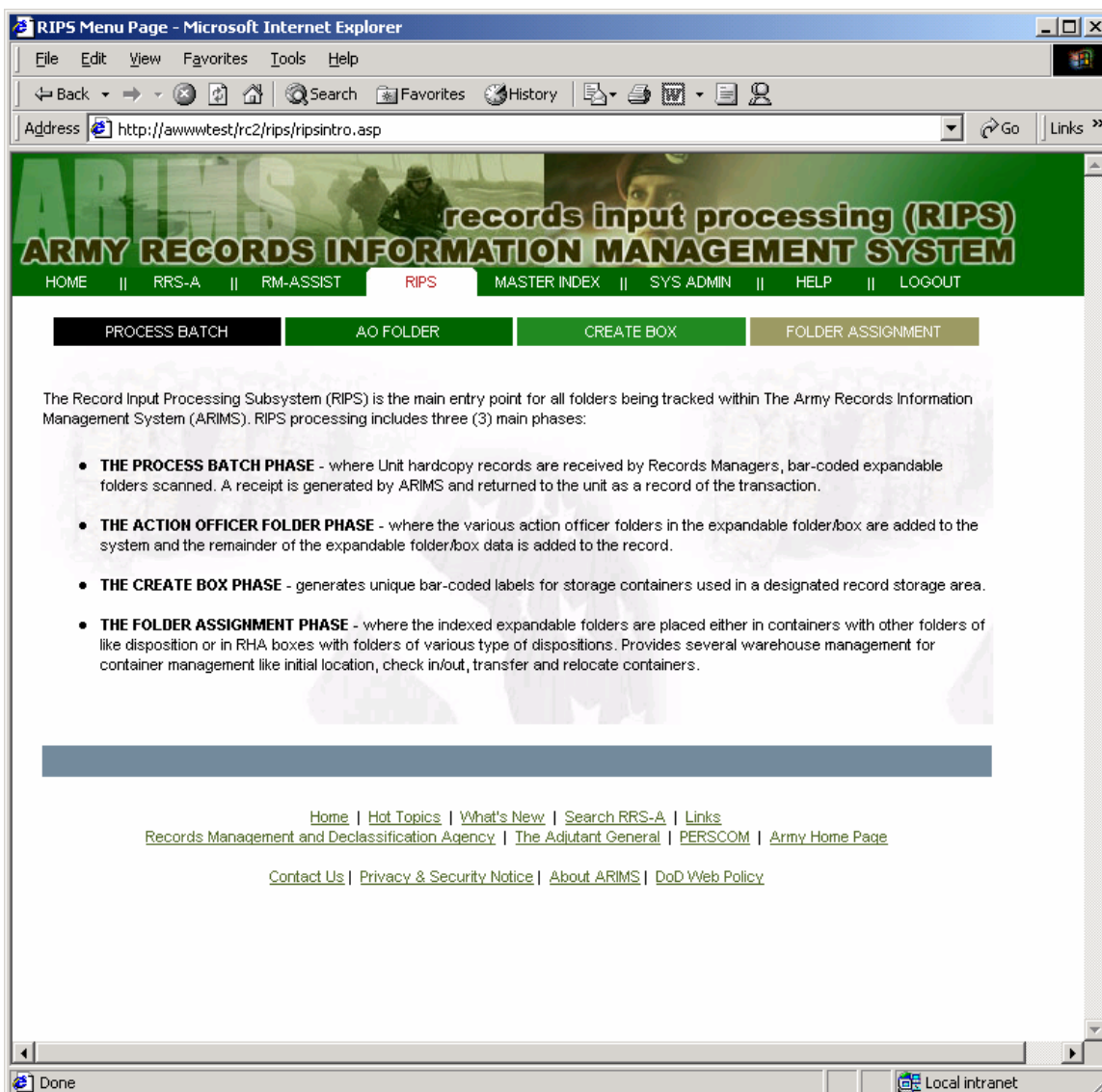


Figure 35. RIPS - Introduction

5.2.1 Process Batch

The RIPS sub-module has four child relationships: Process Batch, AO Folder, Create Box and Folder Assignment. All hardcopy records received by records managers require a batch to be created for “chain of custody” purposes. Batches are temporary lists of records that have been submitted to records managers and are required to supply a receipt to the unit or organization acknowledging this exchange. RHA records managers and MACOM records administrators can only access this sub-module.

By selecting the “Process Batch” button at the top of the RIPS screen, an introductory screen is displayed as shown in Figure 36.

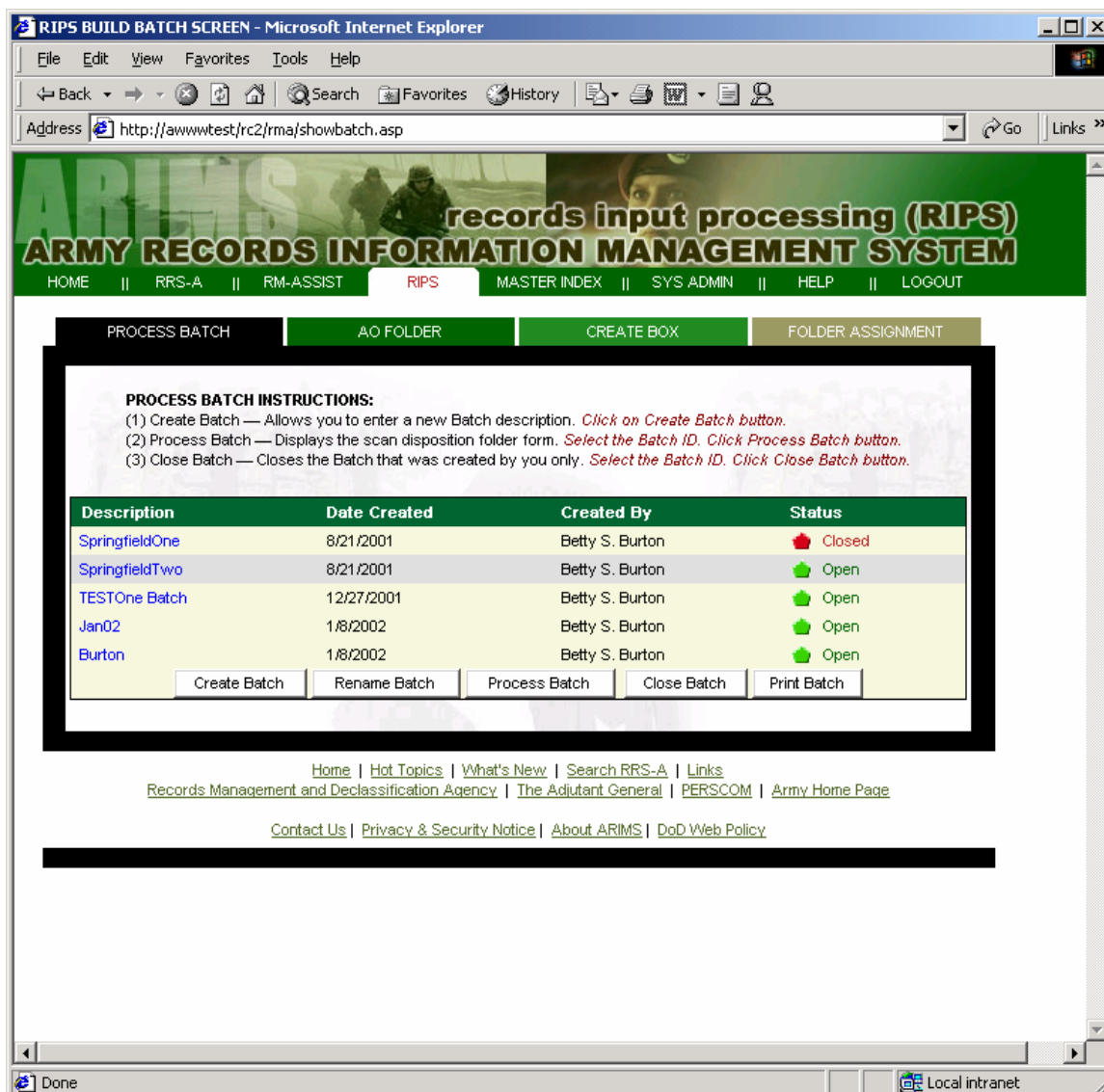


Figure 36. RIPS - Process Batch Introduction

5.2.1.1 Create Batch

In order for you to create a batch, you must click the “Create Batch” button at the bottom of the page. You will then be prompted with a pop-up window seen in Figure 37 that prompts you to type in a description of your batch. The design of this module is very similar to the RM-Assist ORL module.

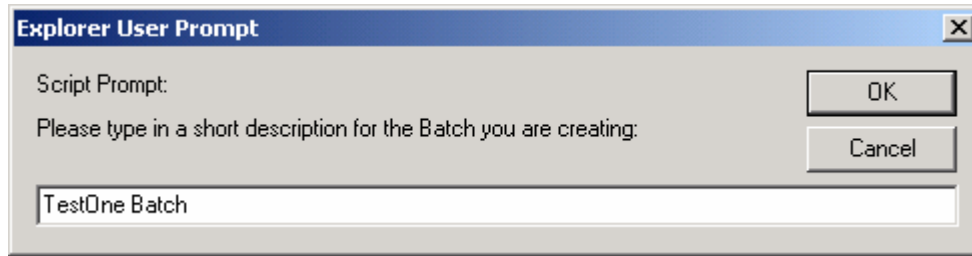


Figure 37. RIPS - Process Batch - Create Batch

Click “OK” button in pop-up screen and the new batch will be displayed in the screen. To select the batch that you wish to work, click on the batch name and the batch will be highlighted as displayed in Figure 38.

Missing image

Figure 38. RIPS - Process Batch – Batch Job Selection

You have five button choices at the bottom of this screen: “Create Batch”, “Rename Batch”, “Process Batch”, “Close Batch”, and “Print Batch”. Each, except for “Create Batch,” is contingent on selecting an individual batch to perform the desired operation.

5.2.1.2 Rename Batch

It may be necessary to rename a batch for an unexpected reason. Select the ORL that you wish to rename and click the “Rename Batch” button. A pop-up screen appears prompting you to type in the new name you wish to give to the batch as shown in Figure 39. When finished, click the “OK” button on the pop-up screen and the corrected name will appear in the list.

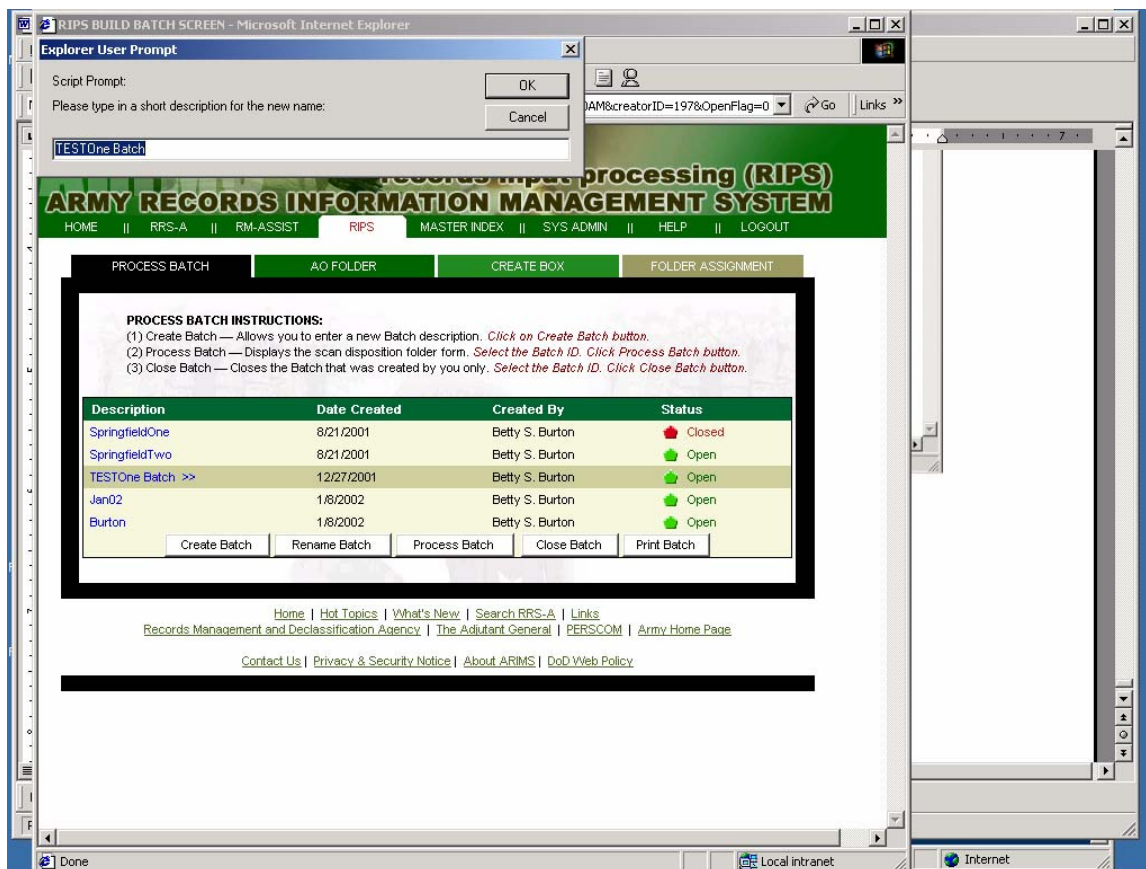


Figure 39. RIPS - Process Batch - Rename Batch

5.2.1.3 Process New or Existing Batch

Once you have created a new batch or need to modify an existing batch, click the “Process Batch” button to begin processing records. A data input screen is displayed as seen in Figure 40.



Figure 40. RIPS - Process Batch – Initial Input

Here you can scan the barcode labels on each dispositional folder that are relevant to your batch. Scan your first barcode label and click the “GO” button. The Record Category, Record Name, Record Number, Unit Identifier, and Unit Name textboxes will be completed with the appropriate information.

Note: This is a good opportunity to check that the folders being scanned actually belong to the unit or organization that submitted the records. The Unit name displayed in this screen corresponds to the unit that printed the barcode labels. The unit that submitted the folder should be the same unit that appears in the Unit name textbox. If there is a discrepancy, you may want to investigate the cause to ensure that the records will be serviced properly.

Next enter the information about the folder in the fields that are located at the bottom of the screen. Click the “Save” button to save your input for the dispositional folder. Keep



repeating this process of scanning dispositional folders until you have completed scanning the entire batch. Next click the “Back to List” button to return to the Process Batch introductory page.

5.2.1.4 Close Batch

After you have completed processing a batch of dispositional folders, the batch is closed and no further folders can be added to a batch. To close a batch file, select the batch file by clicking on the batch name and click the “Close Batch” button. An alert screen, as shown in Figure 41, is displayed confirming that you want to close the batch.

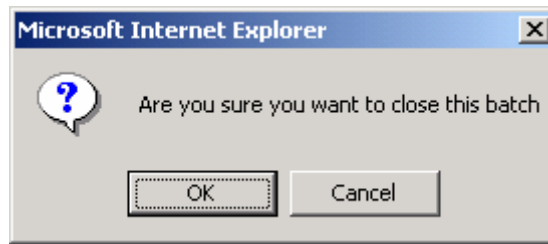


Figure 41. RIPS - Close Batch Alert

Click the “OK” button and the batch will change from “Open” to “Closed” in the list, as seen in Figure 42.

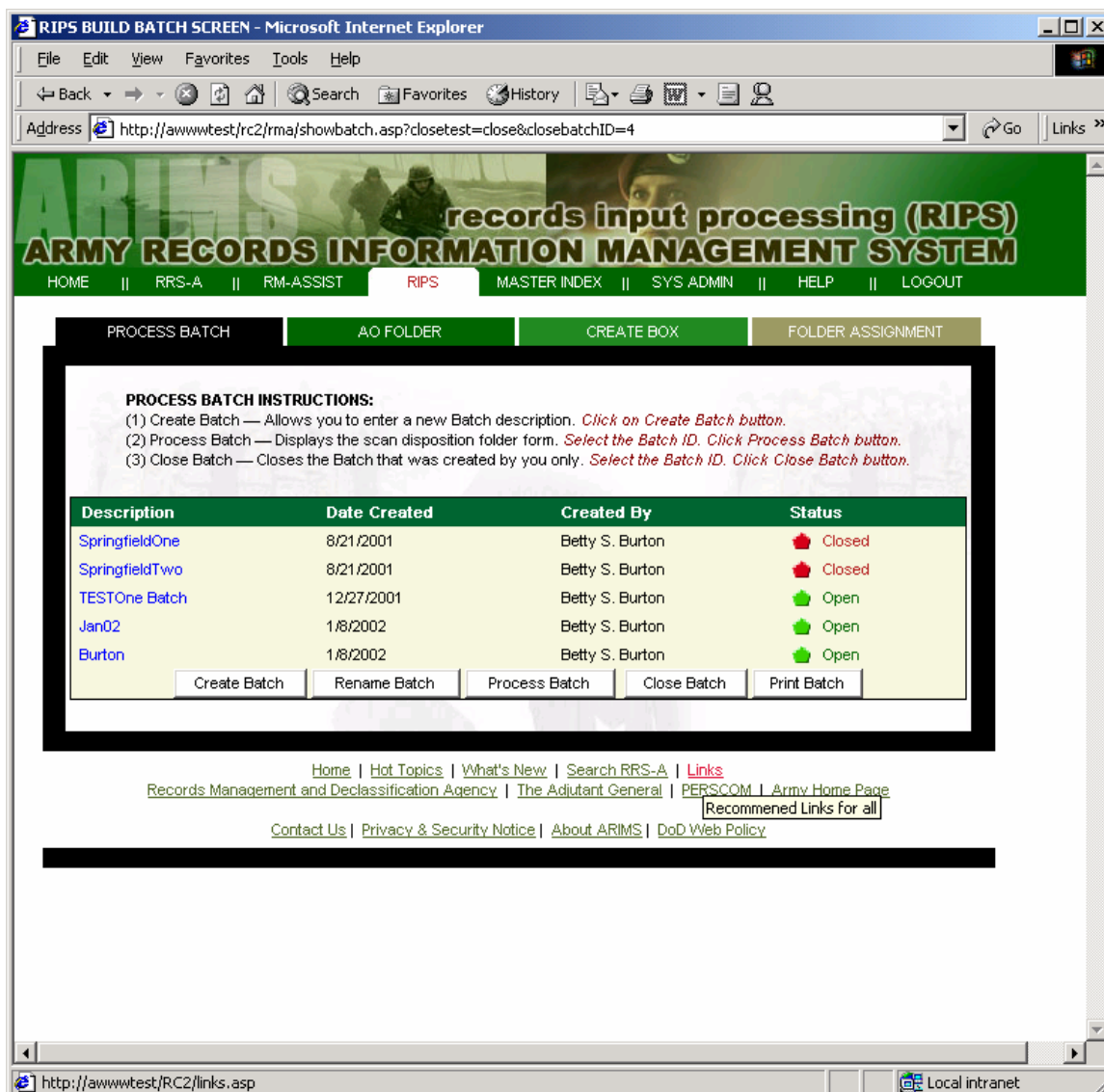


Figure 42. RIPS - Process Batch - Closed Batch Example

5.2.1.5 Print Batch

Print Batch sub-module enables open and closed batch files to be printed for “chain of custody” purposes or as backup documentation for substantiating records transfers from units to records holding areas.

To print a batch file list, click on the batch name and click the “Print Batch” button. ARIMS will generate a list of all records captured in the particular batch job and will identify key information about the organization that submitted the records contained in the batch. Figure 43 shows an example of a sample batch job that was processed. To print out the batch job, click the “Print This!” button at the top left corner of the page.

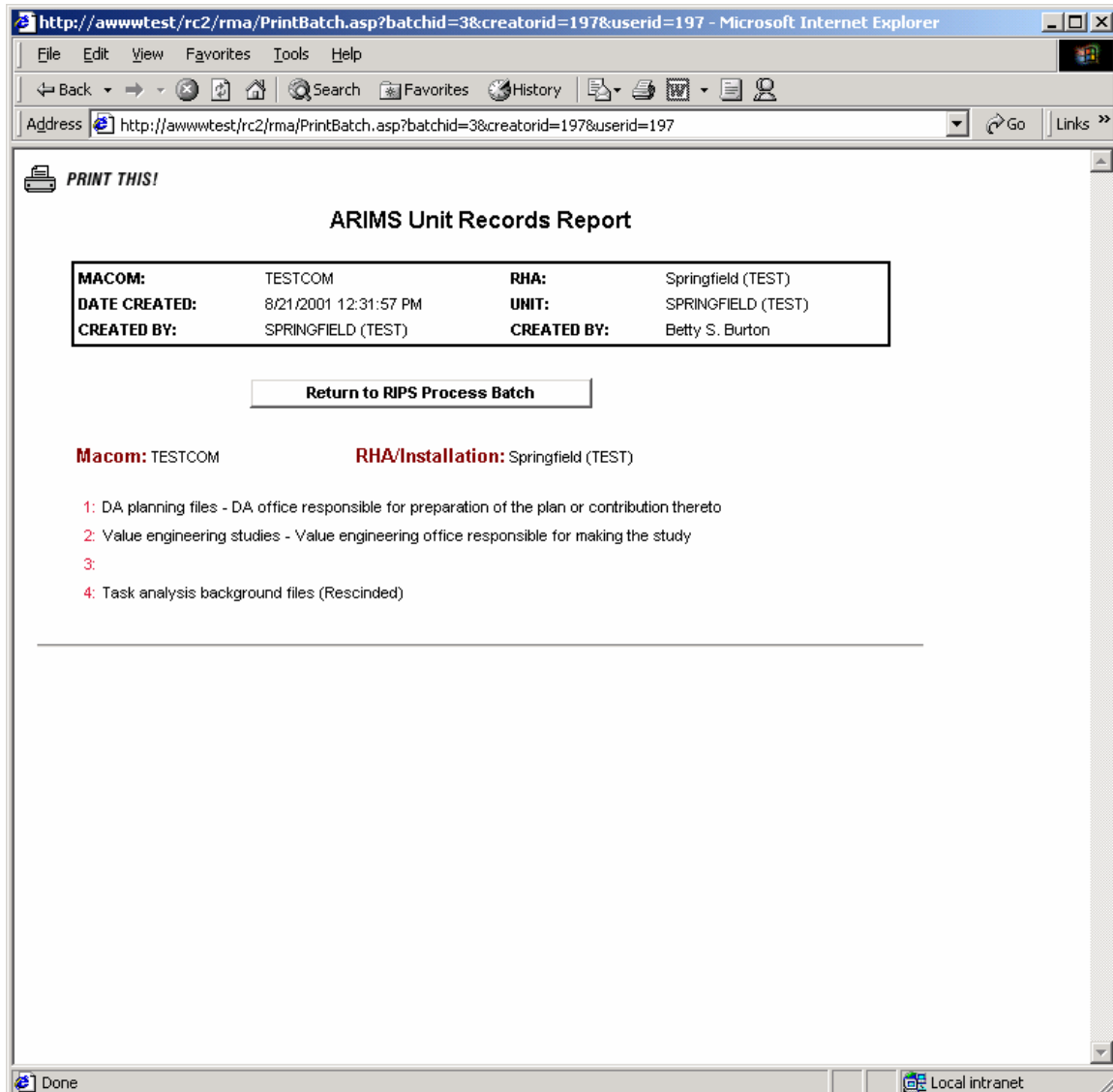


Figure 43. RIPS - Process Batch - Print Batch

To return to RIPS, simply click the “Return to RIPS Process Batch” button.

5.2.2 Action Officer Folder

This screen is to assign descriptive data about the individual folders submitted by the action officers for a particular record instruction. It enables ARIMS to capture index information that is relevant for the action officer when he/she is looking for his/her hardcopy record in ARIMS. For example, automotive maintenance records may be called “*Jeep Maint*” by one action officer, and “*Auto Maint*” by another. Each would probably use those phrases to search ARIMS when looking for his/her records.

To begin indexing action officer folders, click the “AO Folder” button at the top of the RIPS sub-module as seen in Figure 44. First scan your label on the dispositional folder and then click the “GO” button.



The screenshot shows a web browser window titled "http://awwwtest/rc2/rips/addao.asp - Microsoft Internet Explorer". The address bar shows "http://awwwtest/rc2/rips/addao.asp". The page has a green header with the text "ARIMS records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS (selected), MASTER INDEX, SYS ADMIN, HELP, and LOGOUT. The main content area has a green border and contains a form titled "FORM FOR ACTION OFFICER FOLDER: Enter your barcode label and click go". The form has several input fields: "Enter Barcode" with a "Go" button, "Barcode Label", "Record Number", "Record Name", "Record Category", "Unit Id", and "Unit Name". Below these are "Enter Details: * means a required field" with "Action Office Folder Title *", "Keyword 1", "Keyword 2", and a "Vital" checkbox. At the bottom of the form are "Save" and "New Disposition Folder" buttons. The footer contains links: Home, Hot Topics, What's New, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, PERSCOM, Army Home Page, Contact Us, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 44. RIPS - AO Folder Introduction

You will see Record Number, Record Name, Record Category, unit ID, and unit name associated with the particular AO folder and the dispositional folder from which it came as shown in Figure 45. Next fill out the AO folder title and two keyword fields and click "Save". You can continue this process for the same dispositional folder barcode until all of your AO folder titles are saved. After all of your folder titles are saved, click the "New Dispositional Folder" button to begin working on a new dispositional folder.



Figure 45. RIPS - AO Folder - Indexing Example

5.2.3 Creating Boxes in ARIMS

For the purposes of this section, the term “box” is used to describe a container that holds records. In most cases, records are stored in boxes in a facility. Figure 46 displays how to create a box. It is set up in a wizard format that takes you through the entire process of creating a box. First you are asked to select the number of boxes and labels that you wish to create from a dropdown list as illustrated in Figure 46. After you have selected an appropriate number of boxes, click the “Next” button to move to determine the type of container.

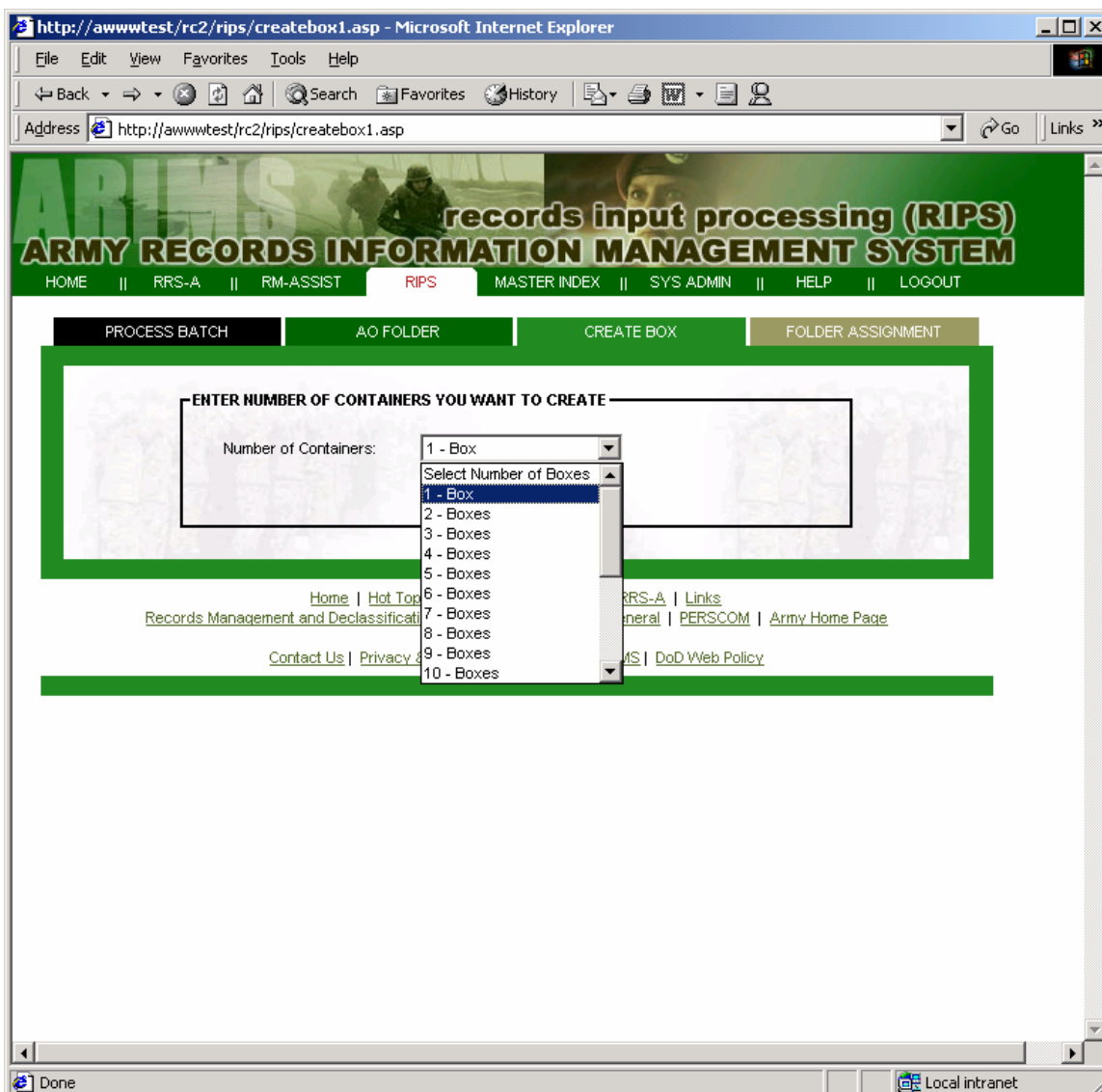


Figure 46. RIPS - Create Box Wizard - Number of Containers

You will now be prompted to select the type of container that you wish to create. Figure 47 shows the different types of containers that can be used for hardcopy storage in a records holding facility. The container wizard allows you the option of going to the next portion of the container wizard or going back if you made a mistake and need to correct some information.

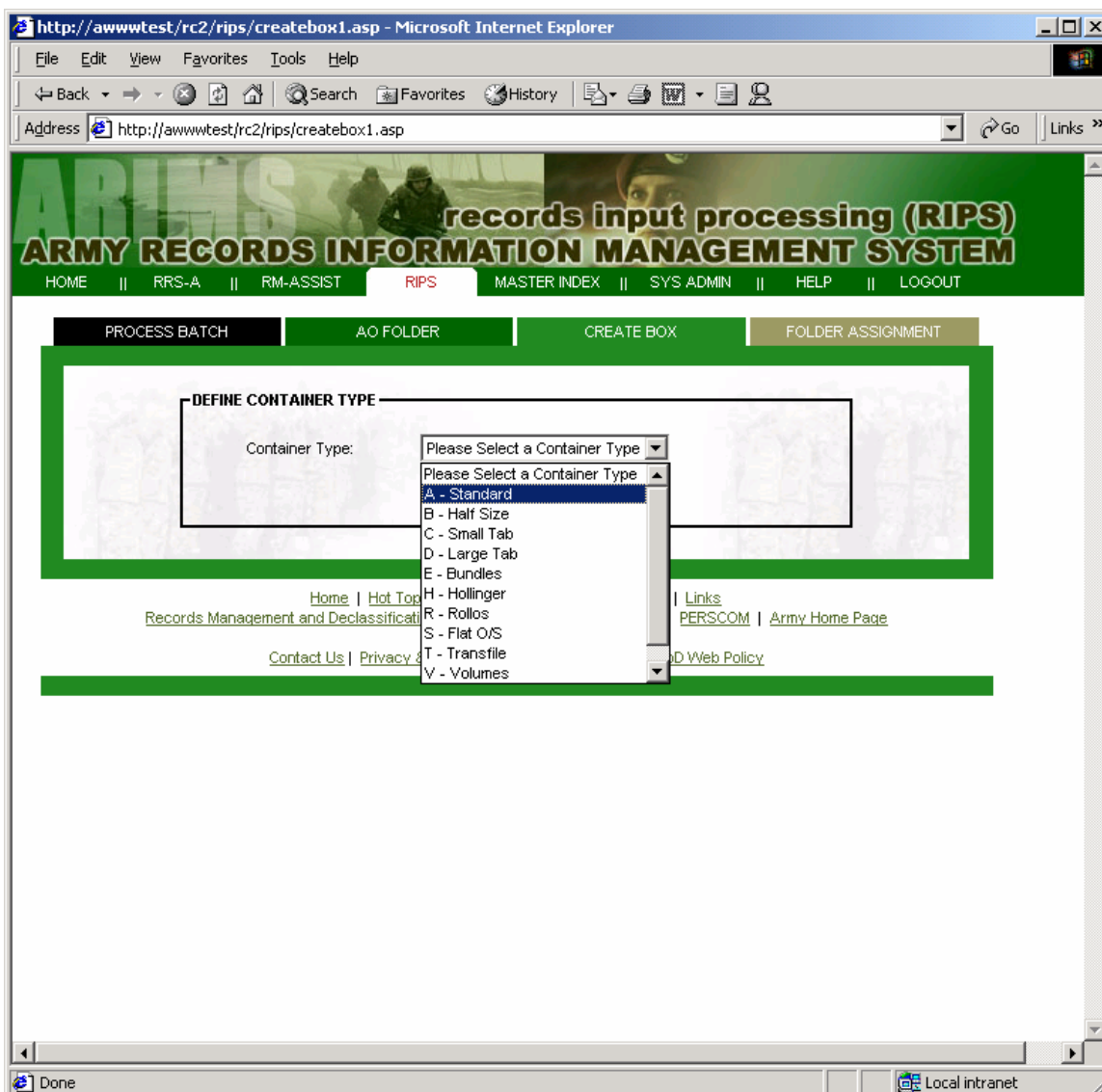


Figure 47. RIPS - Create Box Wizard - Container Type

Next you will be prompted to select the type of records that will be placed in the storage container as shown in Figure 48. The default is an Accession Container, which is a container filled with dispositional folders of the same RRS-A instruction and created in the same calendar/fiscal year. A Storage Container is a container that will hold records of mixed dispositional instructions. The Storage Container is primarily used for records that generate small volumes from the field and do not fill up an entire container as an Accession Container.

You will again see the next and previous buttons. Click the next button to continue.

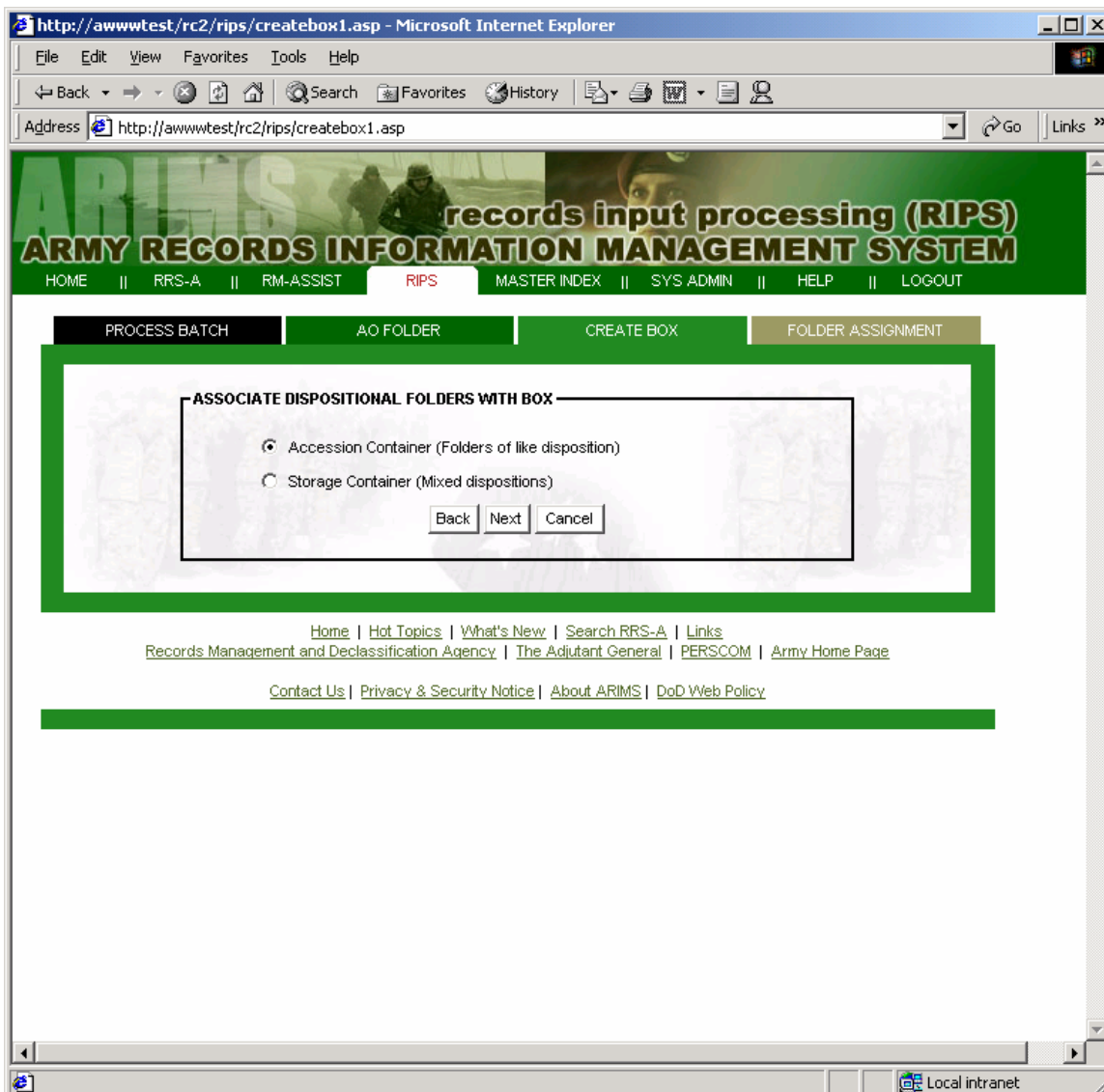


Figure 48. RIPS - Create Box Wizard - Accession Box vs. Mixed

The next portion of the wizard asks you to identify the Storage locations for where you intend to place the boxes within a records holding facility. These locations are based on your specific RHA. Select the designated location, as seen in Figure 49.



Figure 49. RIPS - Create Box Wizard - Container Location

If the desired location is not present in the dropdown list, the records manager has the capability to add new locations by clicking the “Insert New Location” button next to the dropdown list. The records manager completes the location form, shown in Figure 50, with the mandatory information. This location information is important to the record request sub-systems in the Master Index module of ARIMS.



Figure 50. RIPS - Create Box Wizard - New Location

Click the “Next” button to move to the next part of the wizard.

As seen in Figure 51, you are now prompted to provide shelf and row information and type in a brief description about the newly created box(es). This is used for the box label generation at the end of the wizard. Click the “Next” button to move to the portion of the wizard.



http://awwwtest/rc2/rips/createbox1.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail News RSS Feeds

Address http://awwwtest/rc2/rips/createbox1.asp Go Links

ARIMS records input processing (RIPS)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST **RIPS** MASTER INDEX || SYS ADMIN || HELP || LOGOUT

PROCESS BATCH AO FOLDER **CREATE BOX** FOLDER ASSIGNMENT

ENTER SHELF, ROW AND DESCRIPTION OF BOXES

Shelf:

Row:

Description:

Back Next Cancel

[Home](#) | [Hot Topics](#) | [What's New](#) | [Search RRS-A](#) | [Links](#)
[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [PERSCOM](#) | [Army Home Page](#)
[Contact Us](#) | [Privacy & Security Notice](#) | [About ARIMS](#) | [DoD Web Policy](#)

Done Local intranet

Figure 51. RIPS - Create Box Wizard - Shelf/Row/Description Information

You will now see the data that has been compiled about your specific boxes shown in Figure 52. If all of the data is correct, click the “Create Box” button to generate barcode labels.



http://awwwtest/rc2/rips/createbox1.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print W Go

Address http://awwwtest/rc2/rips/createbox1.asp Go

ARIMS records input processing (RIPS)

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || **RIPS** || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

PROCESS BATCH AO FOLDER **CREATE BOX** FOLDER ASSIGNMENT

CONFIRM INFORMATION

Container Type:	A - Standard
Association:	Accession Container (Folders of like disposition)
Storage Location:	Building 5099
Shelf:	5
Row:	3
Description:	Springfield Folders 2002

Back Create Box Cancel

[Home](#) | [Hot Topics](#) | [What's New](#) | [Search RRS-A](#) | [Links](#)
[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [PERSCOM](#) | [Army Home Page](#)
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Figure 52. RIPS - Create Box Wizard - Container Information Summary

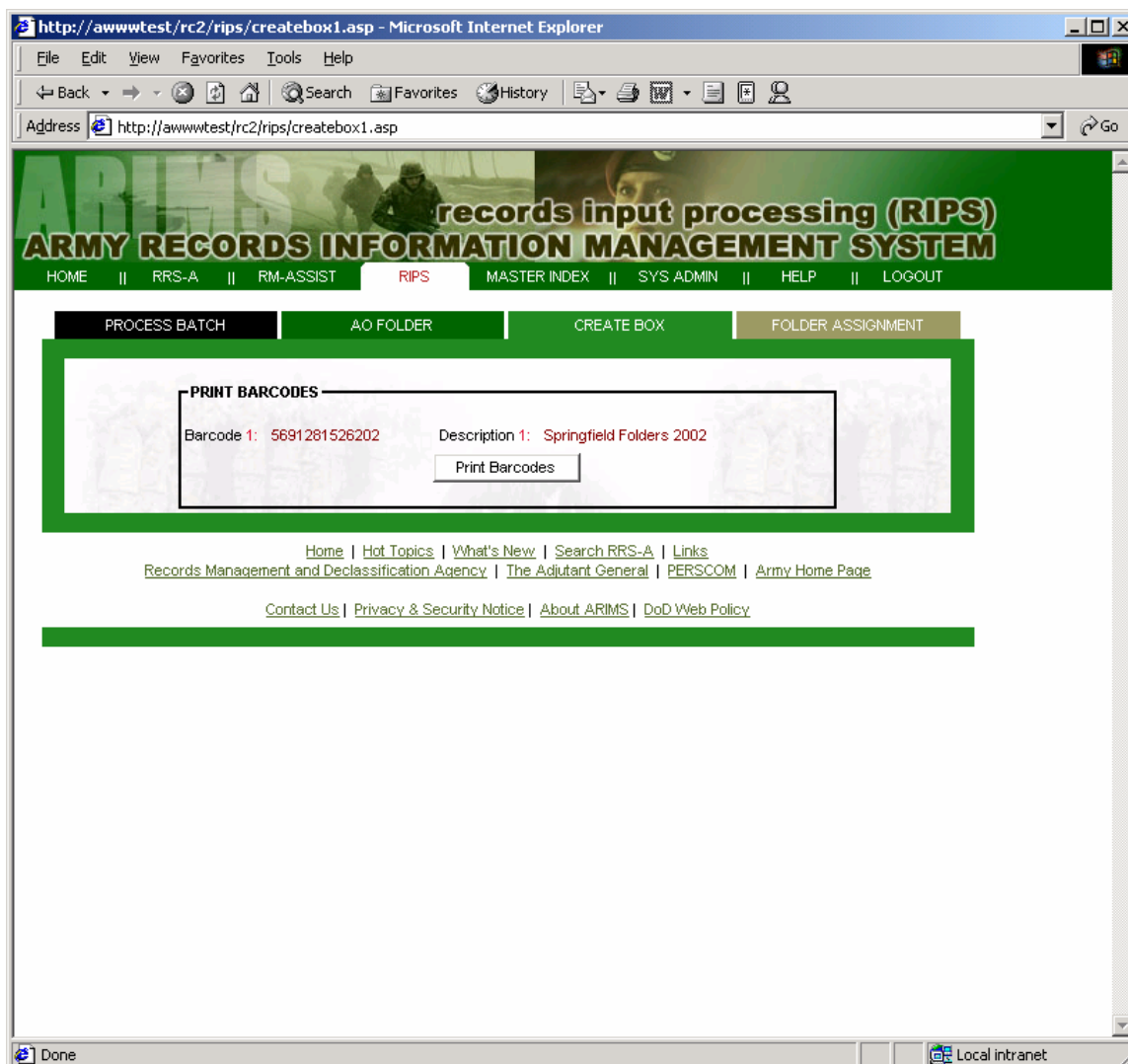


Figure 53. RIPS - Create Box - Print Barcodes

You will now see the barcodes and descriptions that have been generated for your boxes. Figure 54 is a sample of box barcode labels that were generated by the Create Box Wizard.

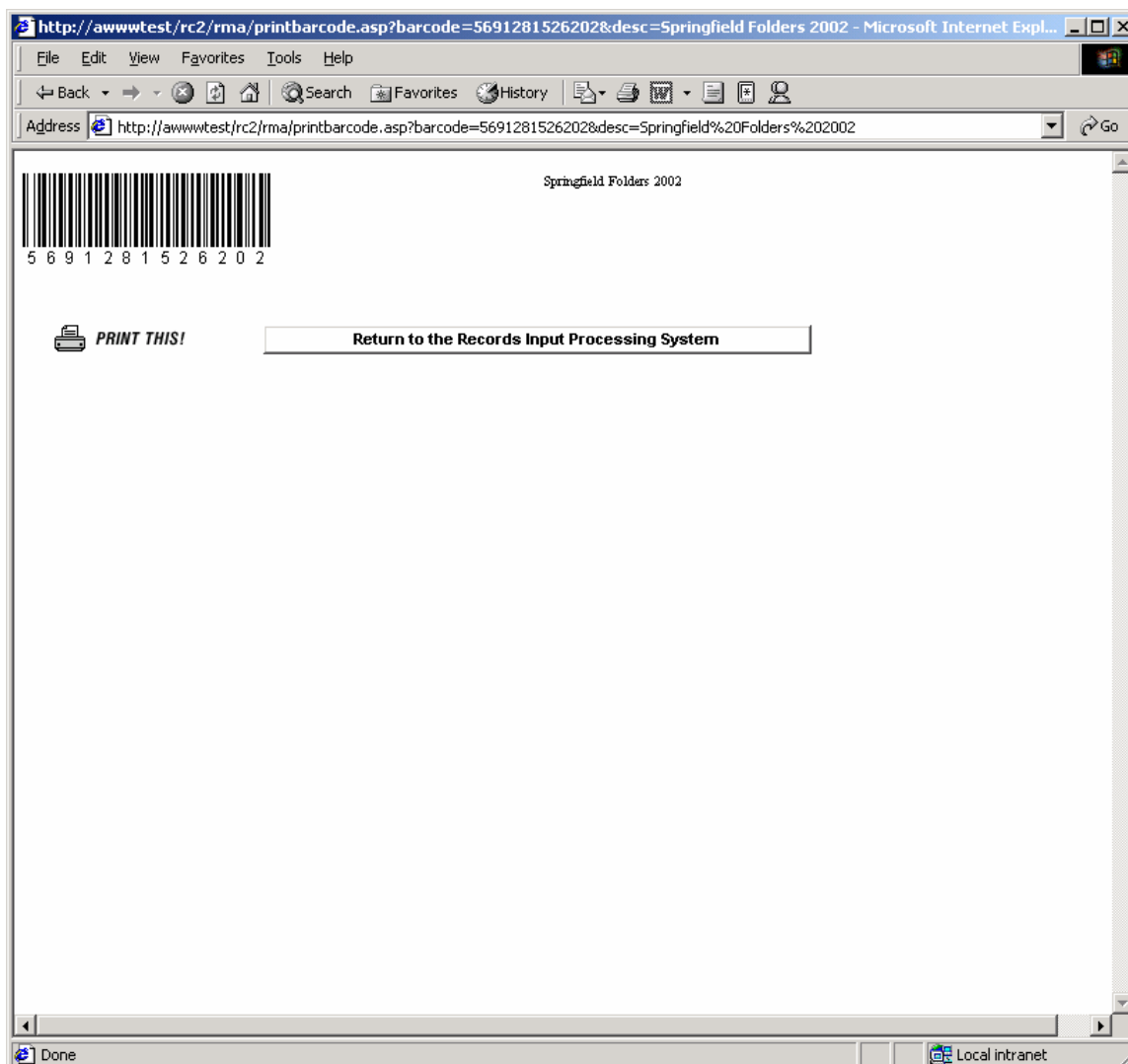


Figure 54. RIPS - Create Box Wizard - Container Barcode Labels – Print View

This screen is very similar to the printing barcodes screen in the ORL module. You will see your barcode on the left and on the right your box description. Now click the “Print This!” button at the bottom of the page to print the barcodes onto paper labels.

Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!

5.2.4 Folder Assignment

The next sub-system of RIPS is the Folder Assignment. This sub-system gives records managers the ability to Assign, Move, And Transfer and Check In folders within a records holding facility.



5.2.4.1 Initial Folder Assignment

The first step is to start the Initial Folder Assignment in which dispositional folders are linked to the newly created boxes from the Create Box Wizard in Section 5.2.3. Select the Initial Assignment button as seen in Figure 55. You will then see the form appear below, asking you to scan your Box Barcode. After your box barcode is scanned, click submit box.

The screenshot shows a web browser window titled "http://awwwtest/rc2/rips/folderassign1.asp - Microsoft Internet Explorer". The address bar shows "http://awwwtest/rc2/rips/folderassign1.asp". The page features a green header with the ARIMS logo and the text "records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation menu with links: HOME, RRS-A, RM-ASSIST, RIPS (highlighted), MASTER INDEX, SYS ADMIN, HELP, and LOGOUT. A secondary menu contains buttons: PROCESS BATCH, AO FOLDER, CREATE BOX, FOLDER ASSIGNMENT, INITIAL ASSIGNMENT (highlighted), MOVE FOLDERS, TRANSFER FOLDERS, and CHECK-IN FOLDERS. The main content area displays a form titled "INITIAL ASSIGNMENT: Please enter the required information in the text boxes." with a label "Box Barcode ID:" and a text input field. Below the input field are two buttons: "Submit Box" and "Clear All". At the bottom of the page, there are several links: Home, Hot Topics, What's New, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, PERSCOM, Army Home Page, Contact Us, Privacy & Security Notice, About ARIMS, and DoD Web Policy. The browser's status bar at the bottom shows "Done" and "Local intranet".

Figure 55. RIPS - Folder Assignment - Initial Assignment

Next you will be prompted for your folder barcode as shown in Figure 56.



The screenshot shows a web browser window titled "http://awwwtest/RC2/rips/folderassign1.asp - Microsoft Internet Explorer". The address bar shows the URL "http://awwwtest/RC2/rips/folderassign1.asp". The page features a green header with the text "ARIMS records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation menu with links: HOME, RRS-A, RM-ASSIST, RIPS (highlighted), MASTER INDEX, SYS ADMIN, HELP, and LOGOUT. The main content area has a dark blue background with a central white box containing the "INITIAL ASSIGNMENT" form. The form has a title bar that says "INITIAL ASSIGNMENT: Please enter the required information in the text boxes." and contains two text input fields: "Box Barcode ID:" with the value "753250925202" and "Folder Barcode ID:". Below the fields are three buttons: "Back", "Next Folder", and "Initial Done". At the bottom of the page, there is a footer with links: Home, Hot Topics, What's New, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, PERSCOM, Army Home Page, Contact Us, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 56. RIPS - Folder Assignment - Initial Assignment Example

Scan your folder barcode as seen in Figure 57 and click next folder if you have more folders to scan. Click the “Initial Done” button if that is the last folder that you have to scan to save the folder data.



The screenshot shows a web browser window titled "http://awwwtest/RC2/rips/folderassign1.asp - Microsoft Internet Explorer". The address bar shows "http://awwwtest/RC2/rips/folderassign1.asp". The page features a green header with the ARIMS logo and the text "records input processing (RIPS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS (highlighted), MASTER INDEX, SYS ADMIN, HELP, and LOGOUT. The main content area has a dark blue background with a grid of buttons: PROCESS BATCH, AO FOLDER, CREATE BOX, FOLDER ASSIGNMENT, INITIAL ASSIGNMENT, MOVE FOLDERS, TRANSFER FOLDERS, and CHECK-IN FOLDERS. The "INITIAL ASSIGNMENT" button is highlighted. A form titled "INITIAL ASSIGNMENT: Please enter the required information in the text boxes." is displayed. It contains two text boxes: "Box Barcode ID:" with the value "753250925202" and "Folder Barcode ID:" with the value "8522943925202". Below the text boxes are three buttons: "Back", "Next Folder", and "Initial Done". At the bottom of the page, there is a footer with links: Home, Hot Topics, What's New, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, PERSCOM, Army Home Page, Contact Us, Privacy & Security Notice, About ARIMS, and DoD Web Policy.

Figure 57. RIPS - Folder Assignment - Initial Assignment - Scan Folder Barcode

5.2.4.2 Move Folders

The Move folders scenario is designed to track the movement of folders between boxes within a records storage facility. For example, you would use the Move Folders sub-system if you need to re-organize a records facility and are consolidating boxes. The Move Folders uses exactly the same procedure as the Initial.



Figure 58. RIPS - Folder Assignment - Move Folder

Like in the Initial folder assignment, you need to supply the box barcode label ID as shown in Figure 58. This tells ARIMS what box the dispositional folder is being placed into. You are then prompted to enter the dispositional folder barcode label ID. By clicking “Next Folder” as seen in Figure 59, the dispositional folder is now associated with the new box.

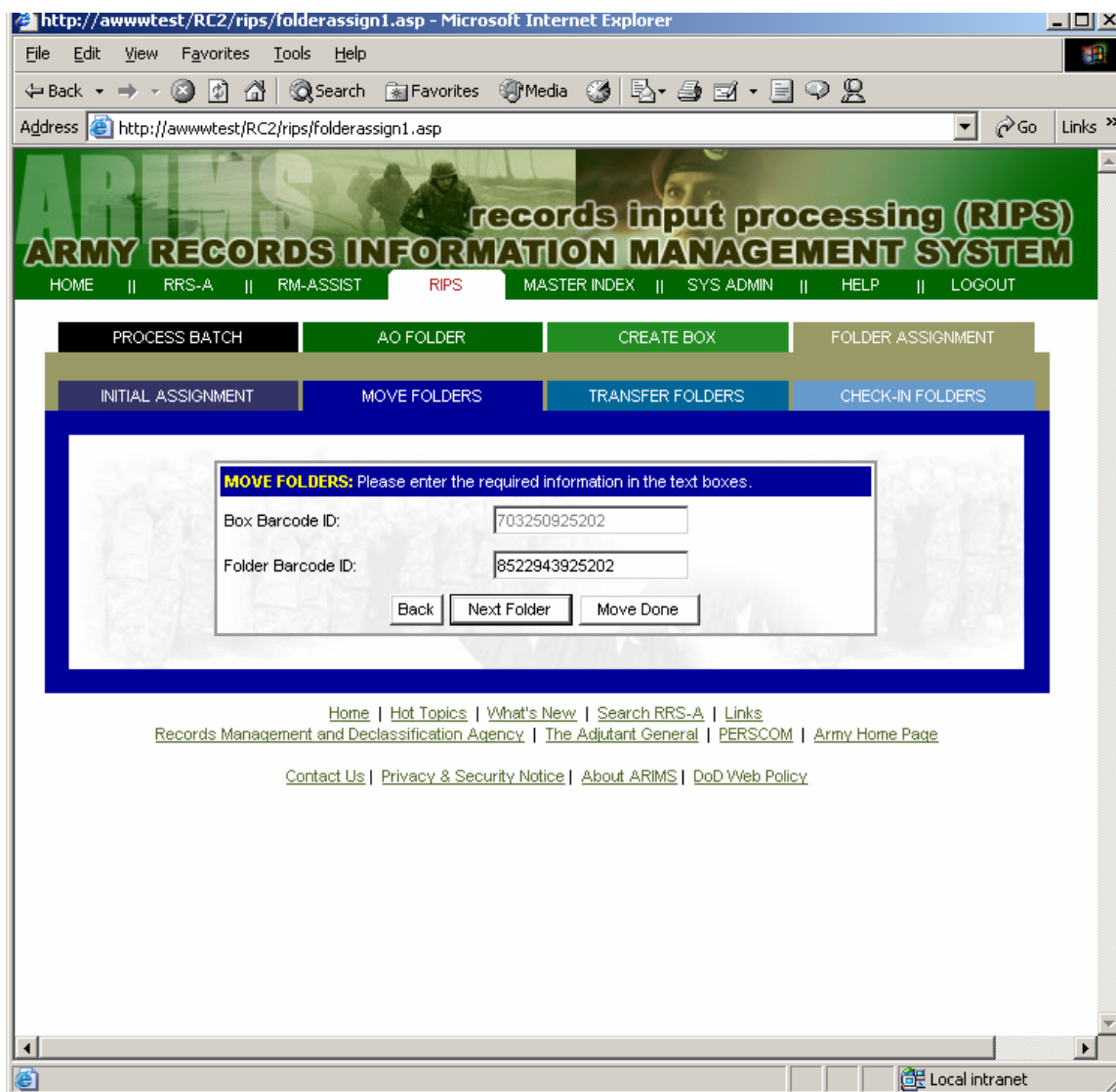


Figure 59. RIPS - Folder Assignment - Move Folder Example

When completed moving dispositional folders into new boxes or containers, click the “Move Done” button to finish the task.

5.2.4.3 Check-In Folders

The Check-In Folders sub-system gives records managers the ability to replace records that have been pulled from the initial box for a records request and are being returned to the original box.

Figure 60 below shows the case for Checking In folders. Here you only need to scan your dispositional folder barcode label ID and click the “check in done” button to save.

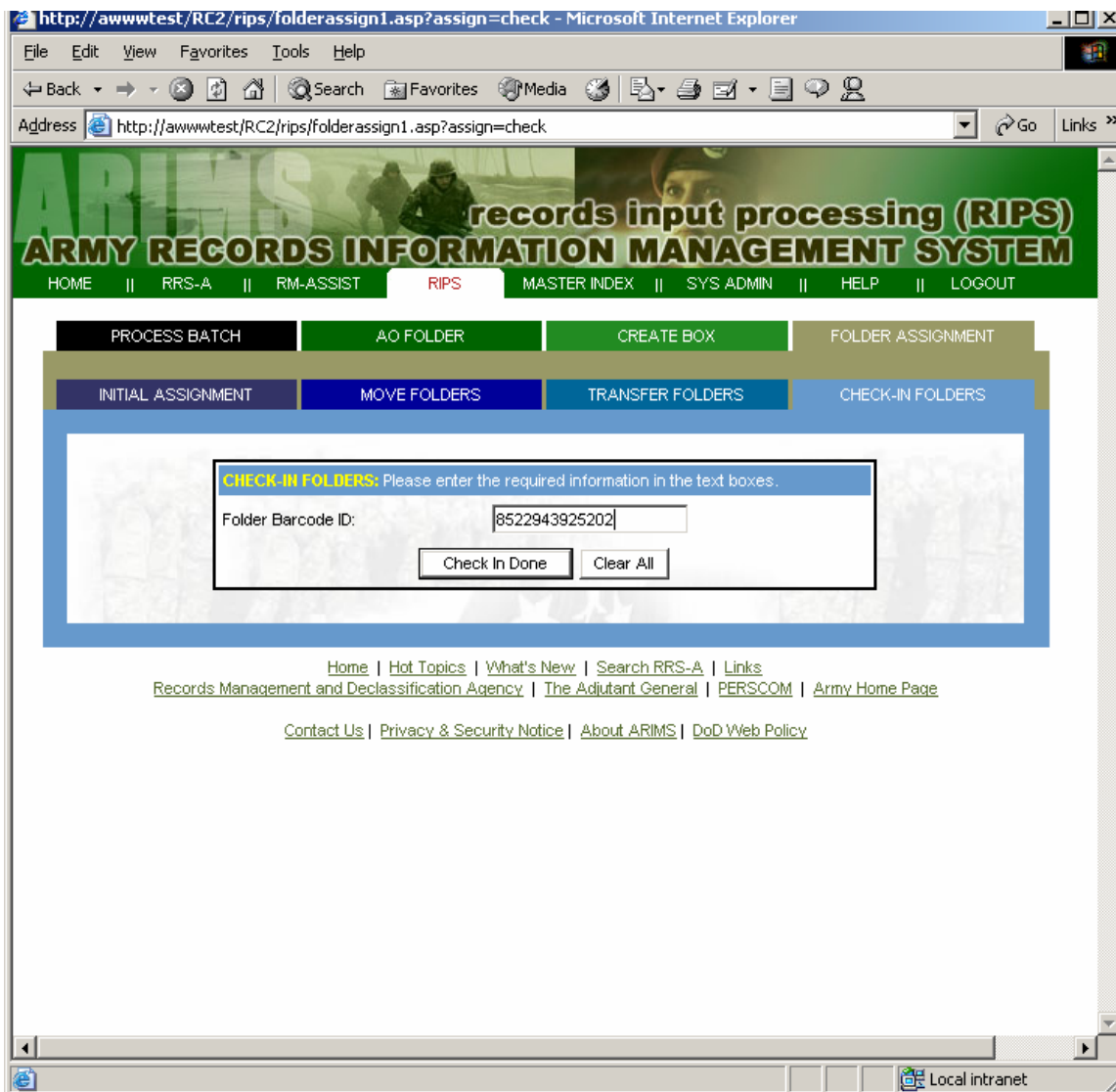


Figure 60. RIPS - Folder Assignment - Check-In Folders

5.2.4.4 Transferring Folders

For transferring folders, Figure 61 gives you an example of the difference between the move and initial cases. Here you scan your folder ID and then type in the Numbers reflecting your locations. To transfer folders from one location to the next, click the “Transfer” done button to save your transfer.

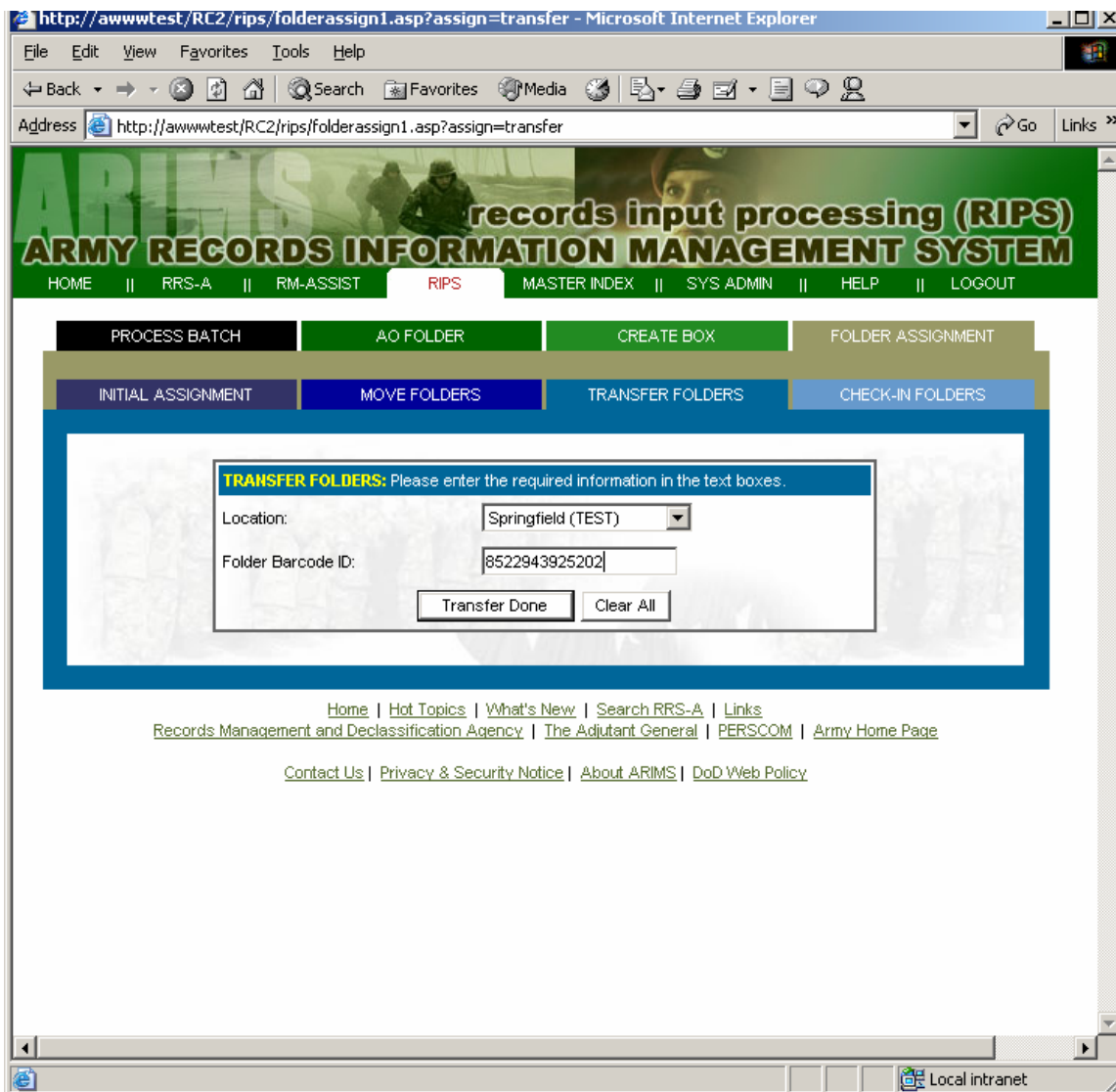


Figure 61. RIPS - Folder Assignment - Transfer Folders

5.3 Master Index

The Master Index makes access to RHA records easier by supporting the following capabilities:

- **SEARCH CAPABILITIES** provides authorized users the ability to search for records using a query by example (QBE) and provide a list of records that may be used for generating transmittal forms.
- **ONLINE STANDARD REPORTS** provides qualified users with the ability to create online reports such as Office Record List, Record Location Reports, Container and RHA Box Inventory List that may also be printed if desired.
- **RECORD DESTRUCTION NOTIFICATION** provides both the RHA Record Manager and the Record Owner, information as to what records are scheduled for destruction and when the destruction is scheduled, as well as reports of records that have been destroyed.



In all cases, unless determined otherwise, all the reports and lists available through the RRS sub-system will be limited to Ownership and Responsibility Qualification. This means that unless you are the owner of record (unit) or responsible for the record (Unit/RHA), the record will not be available for reporting.

5.3.1 Electronic Records Search

Army Electronic Archive (AEA) sub-system will store electronic records submitted to ARIMS. It contains a comprehensive set of tools to search structured and unstructured index data in order to retrieve online records. This Electronic Records Search sub-system supports the full text search capability of electronic records submitted to AEA.

The user begins by entering the keyword or phrase he/she wishes to use to search for electronic records within the AEA. To help minimize searching time, the user can select the MACOM, RHA, and Unit in which the search will execute. Once you have entered your criteria, you can click the “GO” button to submit your search. Figure 62 shows a sample query for the keyword “arims” against the full-text index generated for the electronic file submitted to AEA.



Figure 62. Master Index - Electronic Records Search Example

5.3.1.1 Electronic Records Search Results

When ARIMS completes processing the query, a result set is returned to the user as shown in Figure 63. If the user has permission to view a record within the result set, a “View” hyperlink will appear on the screen.



http://awwwtest/rc2/aea/aeaindexsearchv1.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print View Source

Address http://awwwtest/rc2/aea/aeaindexsearchv1.asp Go Links

ARIMS army electronic archive (AEA)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

HARDCOPY RECORD SEARCH ELECTRONIC RECORD SEARCH

Go Back to AEA Search

RECORDS: 1 - 12 OF 12 PAGE: 1 OF 1

TITLE	DATE	SIZE	
RE: 600-85e Alcohol and drug abuse testing report files	1/15/2002 3:56:36 PM	6371	<input type="checkbox"/>
RE: WeekSum 26 Dec 01	1/15/2002 3:56:58 PM	8856	<input type="checkbox"/>
testing	1/14/2002 7:11:34 PM	999	<input type="checkbox"/>
testing	1/14/2002 7:11:34 PM	999	<input type="checkbox"/>
Testing ARIMS Sink path	1/14/2002 7:04:38 PM	955	VIEW
Testing EventSink on C1	1/14/2002 7:29:20 PM	1391	VIEW
Testing EventSink on C2	1/14/2002 6:37:47 PM	1448	VIEW
TESTING JB	1/14/2002 7:04:38 PM	896	VIEW
Testing on C1 again	1/14/2002 7:29:20 PM	1436	VIEW
Testing sink	1/14/2002 7:04:38 PM	924	VIEW
Testing Sink	1/14/2002 7:04:38 PM	902	VIEW
WeekSum 26 Dec 01	1/15/2002 3:56:35 PM	7616	<input type="checkbox"/>

Request E-mail

Done Local intranet

Figure 63. Master Index - Electronic Records Search - Results

Clicking the “View” hyperlink will take the user to the document and open it for viewing as illustrated in Figure 64.

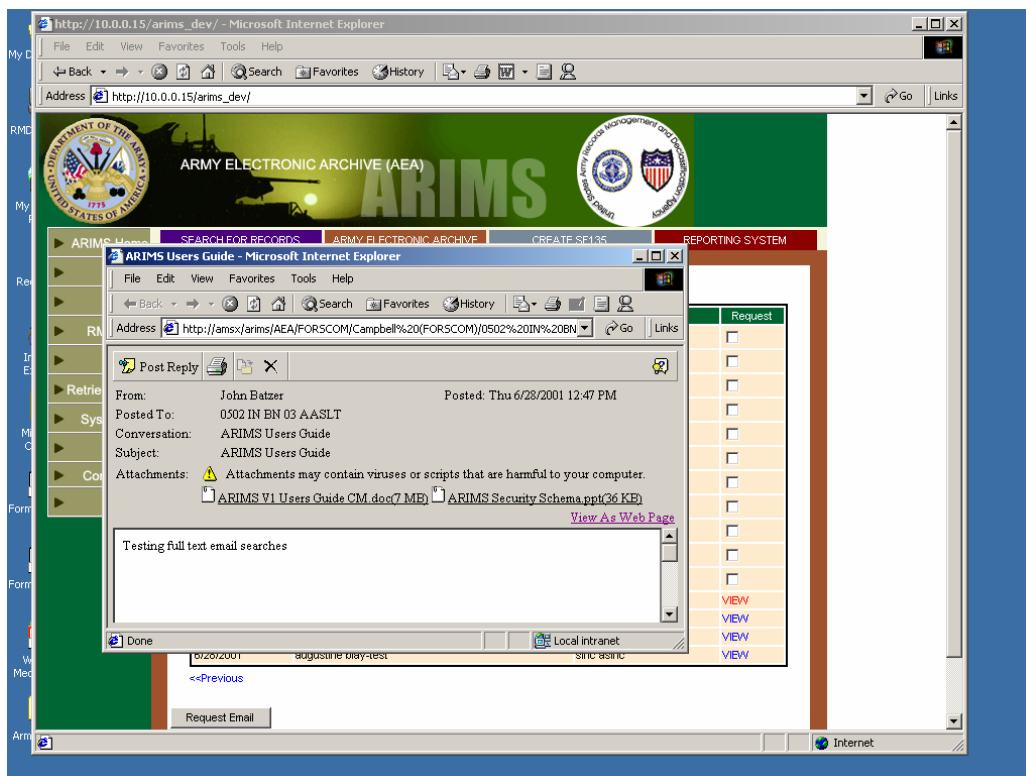


Figure 64. Master Index - Electronic Record Search – View Record Example

If the user does not have security permission to view a record, a check box will appear for the user to request access to the record or receive a copy of the electronic file. A permission request screen will appear listing the documents that were selected for the request. The user inputs the type of request, priority, expiration date, and a short description of the nature of the request. The request is submitted to the records manager/record authority for processing by clicking the “Request E-mail” button.

5.3.1.2 AEA Folder Tree View

On the introductory page for the Electronic Records Search, a hyperlink titled “AEA Folder Tree” is available to the user. The AEA Folder Tree gives the user a view of all electronic records based on his/her security credentials. For example, an action officer can view all records submitted by his/her unit. A records manager can view all records in the AEA that are serviced by his/her RHA. A records administrator can view all records being serviced at the MACOM level.

Figure 65 illustrates a records administrator’s access to electronic records for the units serviced. The left pane provides a “Windows explorer”-like tree view experience listing all the units available for access. The right pane shows all records serviced by the particular records manager.

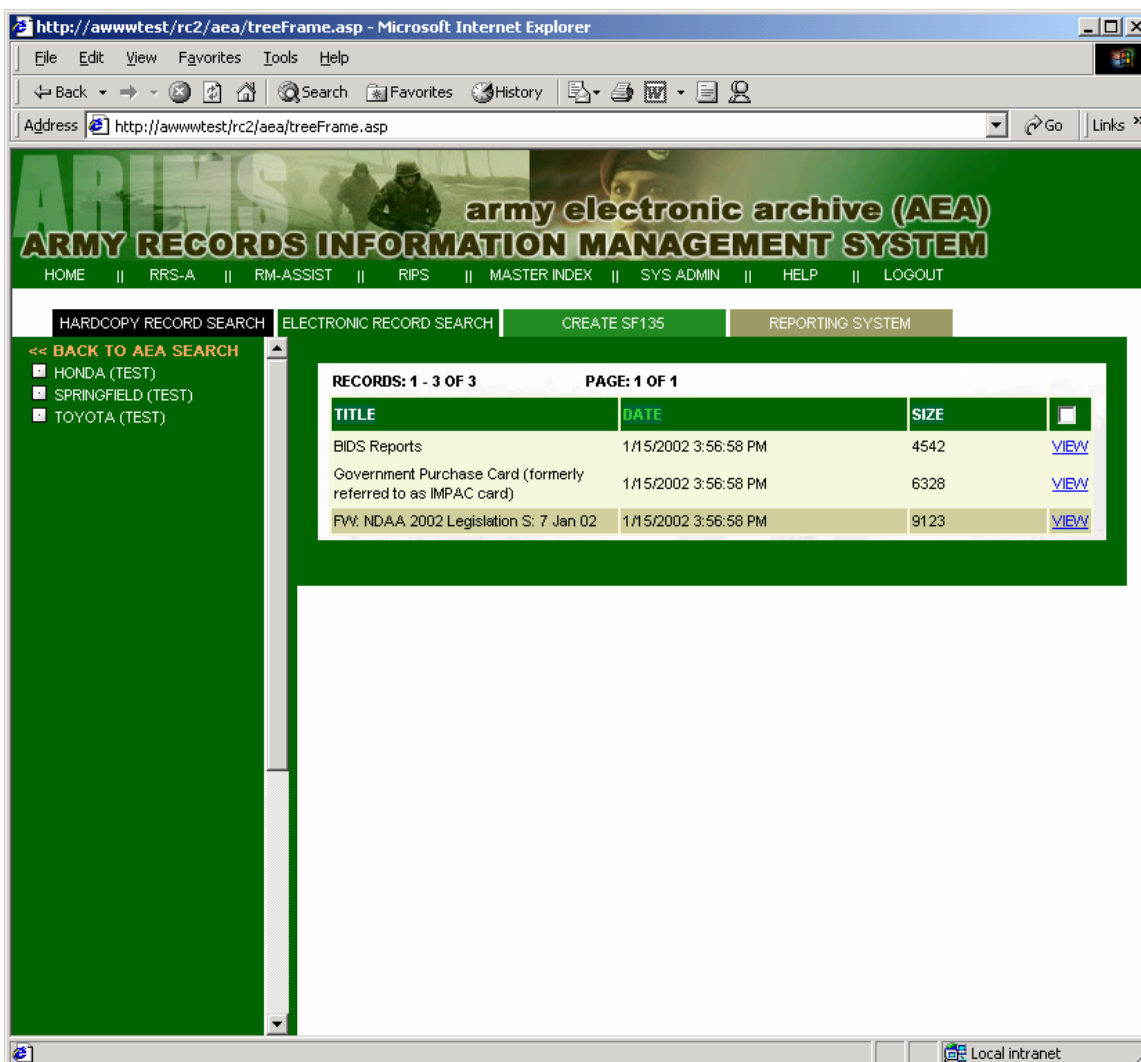


Figure 65. Master Index - AEA Folder Tree - Example

Figure 66 shows the changes to the results when selecting a particular unit for viewing records. Notice the results in the right pane were refined to two records when the “Springfield” unit was selected in this example.

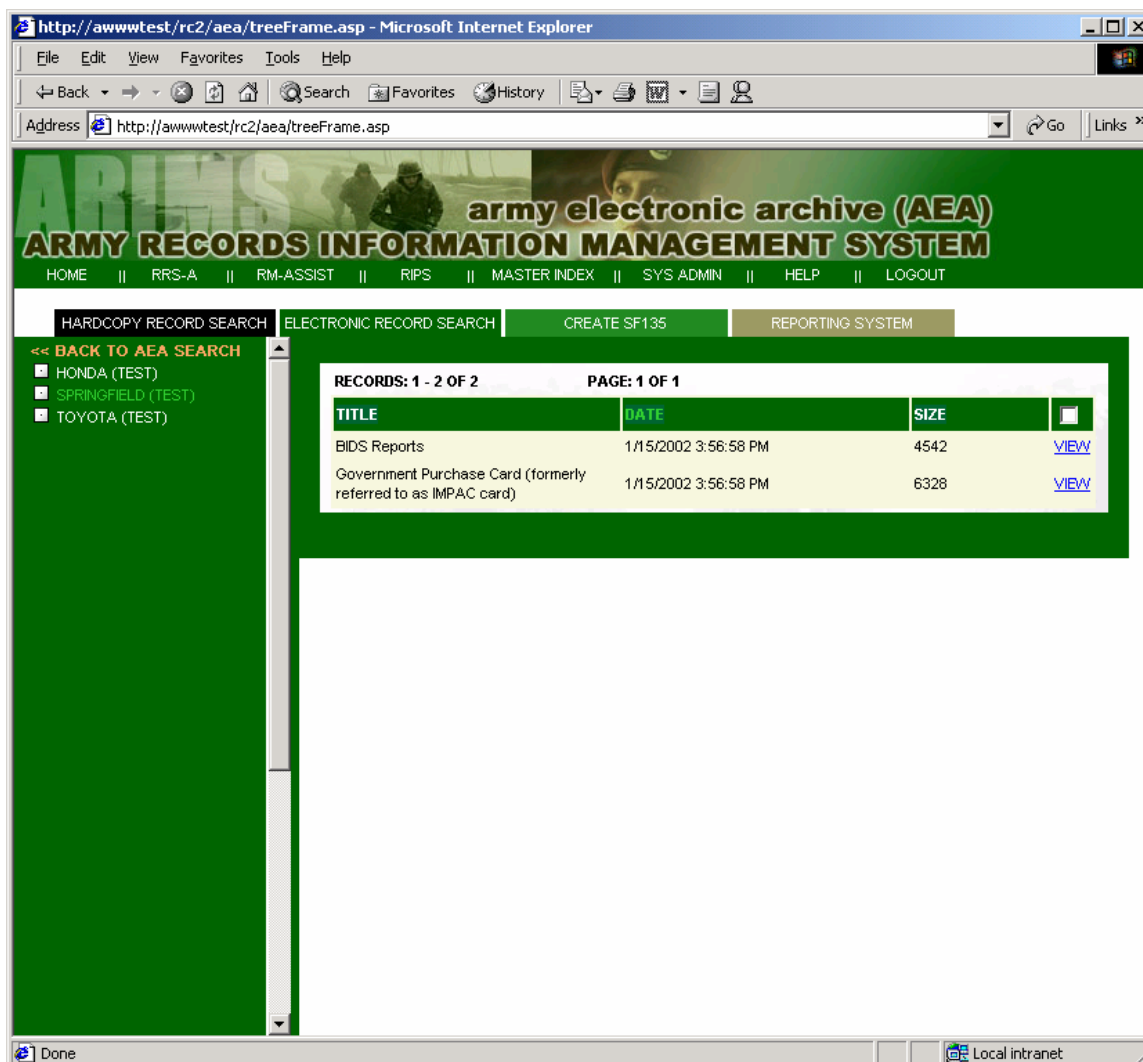


Figure 66. Master Index - Electronic Records Search - Example 2

5.3.2 Hardcopy Records Search

This sub-system of the Master Index allows users to query the index information captured for hardcopy records at the AO folder level as opposed to the document level searching within Electronic Records Search of AEA. ARIMS users can perform keyword searches on hardcopy records based on subject, ORL creator, date created, etc.

5.3.2.1 Search for Hardcopy Records

When you want to search for hardcopy records, click the “Hardcopy Record Search” button. To perform a hardcopy record search, type in your search string, select which criteria you wish to search, and click “GO”. In the example in Figure 67, a search for all folders containing the keyword “test” is executed. Keyword searches can be submitted based on subject, record location, record creation date, author or originator, or file number.

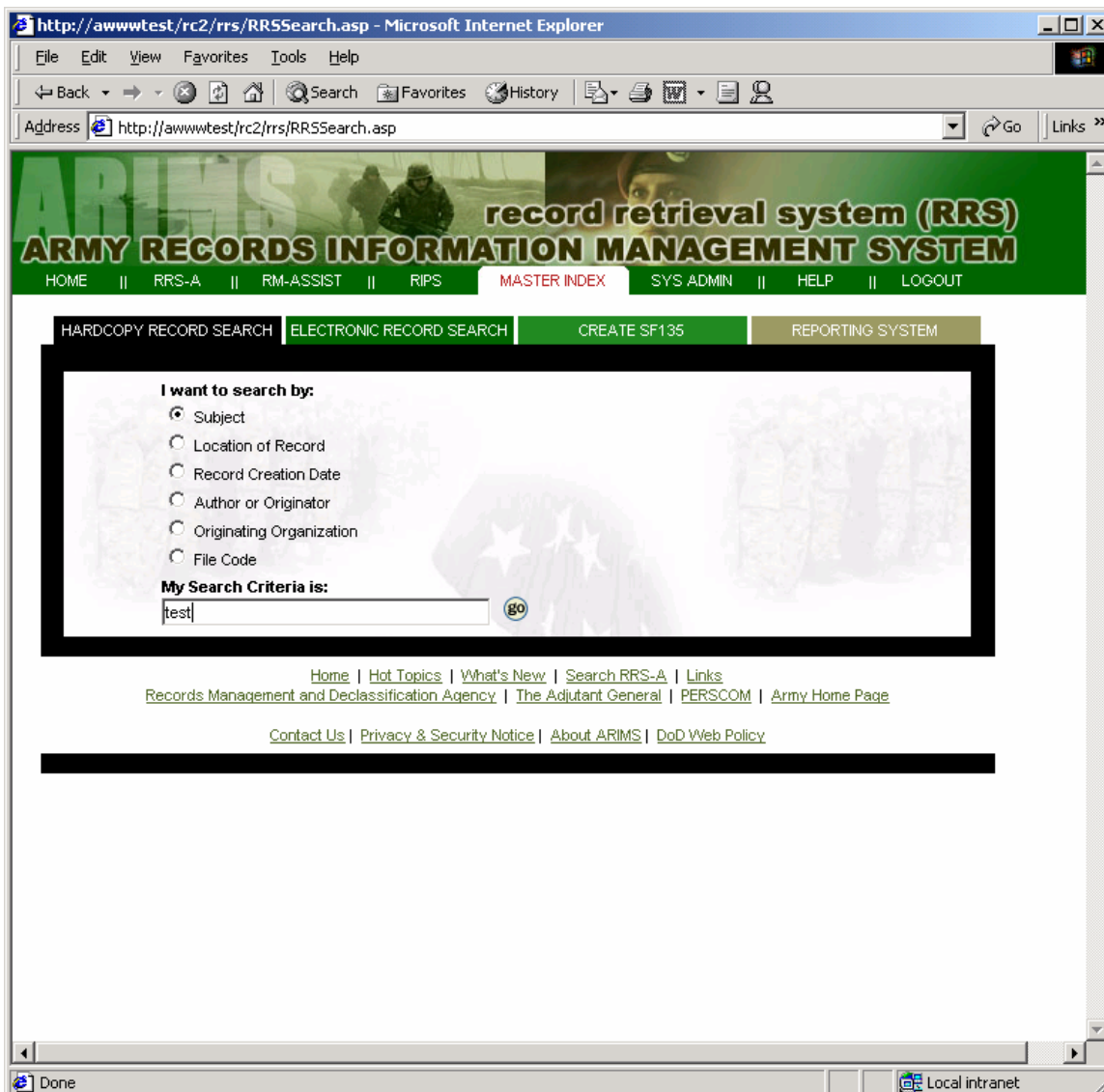


Figure 67. Master Index - Hardcopy Record Search Page

Figure 68 depicts the records matching the keyword used in the search. Information about the dispositional folder that contains action officer's folders is displayed to the user.

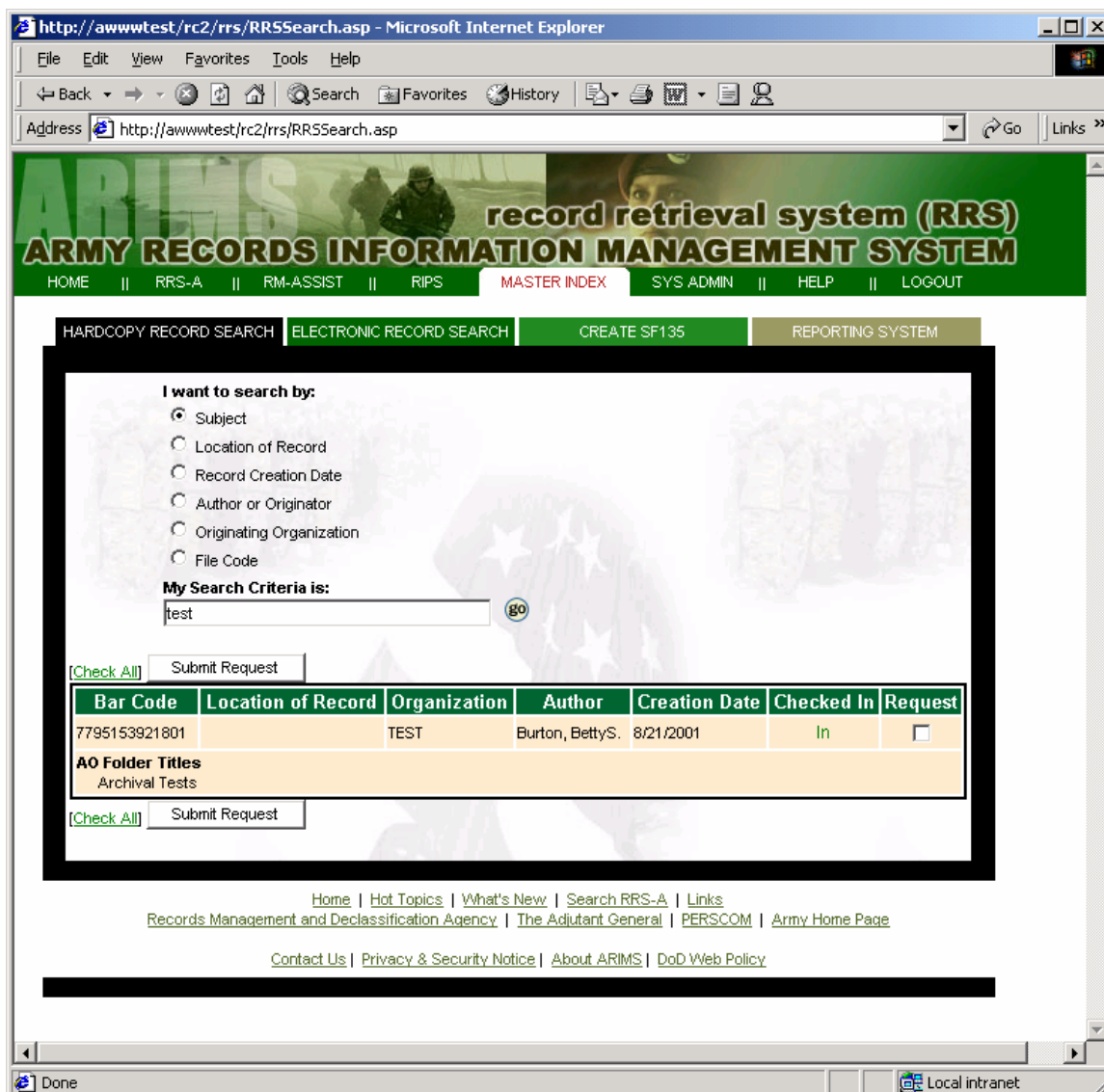


Figure 68. Master Index - Hardcopy Record Search - Results

Now you have the option of requesting these records that were retrieved or search again for more records.

5.3.3 Generating Request

Each record found in the search will contain a checkbox for you to check if you would like to request the particular dispositional folder as illustrated in Figure 69. If you click the “Check All” link located at in the top of the list, every check box is checked for all of the records. Next click the “Submit Request” button to submit the request(s) for the checked records.



http://awwwtest/rc2/rrs/RR5Search.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail

Address http://awwwtest/rc2/rrs/RR5Search.asp Go Links

ARIMS record retrieval system (RRS)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS **MASTER INDEX** SYS ADMIN || HELP || LOGOUT

HARDCOPY RECORD SEARCH **ELECTRONIC RECORD SEARCH** CREATE SF135 REPORTING SYSTEM

I want to search by:

- ☒ Subject
- ☐ Location of Record
- ☐ Record Creation Date
- ☐ Author or Originator
- ☐ Originating Organization
- ☐ File Code

My Search Criteria is:

test

Bar Code	Location of Record	Organization	Author	Creation Date	Checked In	Request
7795153921801		TEST	Burton, BettyS.	8/21/2001	In	<input checked="" type="checkbox"/>

AO Folder Titles

Archival Tests

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Done Local intranet

Figure 69. Master Index - Hardcopy Record Search - Select Folder for Request

Now you will be taken to the folders confirmation page seen in Figure 70, which asks you for the type of record request. Please select the type of request in the first select box.



http://awwwtest/rc2/rrs/RequestFolder.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print W Links

Address http://awwwtest/rc2/rrs/RequestFolder.asp Go Links

ARIMS record retrieval system (RRS)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS **MASTER INDEX** SYS ADMIN || HELP || LOGOUT

HARDCOPY RECORD SEARCH **ELECTRONIC RECORD SEARCH** CREATE SF135 REPORTING SYSTEM

Request Folders Confirmation/Detail

Type of Request Please Select a Request Type

Request Priority Please Select a Priority

Expiration Date ex. mm/dd/yy

Short Description

Go Back Request

Selected Folders

Bar Code	Location of Record	Organization	Author	Creation Date	Checked In
7795153921801		TEST	Burton, Betty S.	8/21/2001	In

AO Folder Titles
Archival Tests

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Figure 70. Master Index - Hardcopy Records Search - Request Folders Form

In the next box select the request priority. Enter the expiration date, which is the last date that you will need the folder, in the Expiration Date box. Finally, enter a short description of your request.

The request will be submitted to the Records Manager of the Army unit that created the record for processing.

5.3.4 Reporting System

ARIMS version 1.0 contains four types of reports that are used for informational purposes; a user list based on unit, a unit list based on RHA, location reports of files based on location of the file and a Request Pick List. Figure 71 depicts the introduction page to the Reporting System.

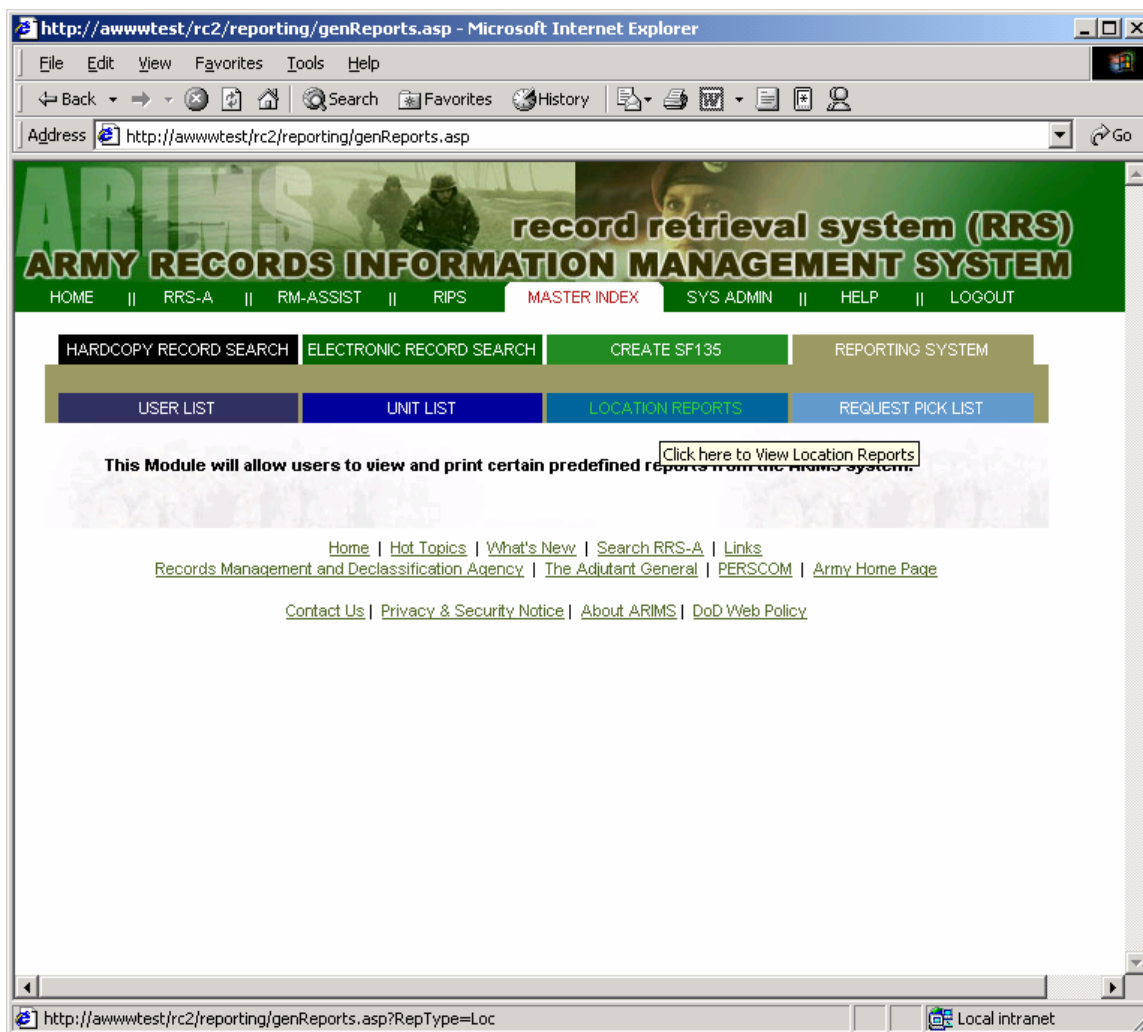


Figure 71. Master Index - Reporting System – Introduction

5.3.5 ARIMS User List by Unit Report

Figure 72 shows an example of a User List by Unit report for a particular unit. This report displays a list of all the ARIMS users that are located within the unit. You can move between pages with the next and previous button located on the top right and bottom right of the screen. You can also print the page or print the entire report by clicking the <<PRINT REPORT>> and <<PRINT PAGE>> links at the top left of the page.

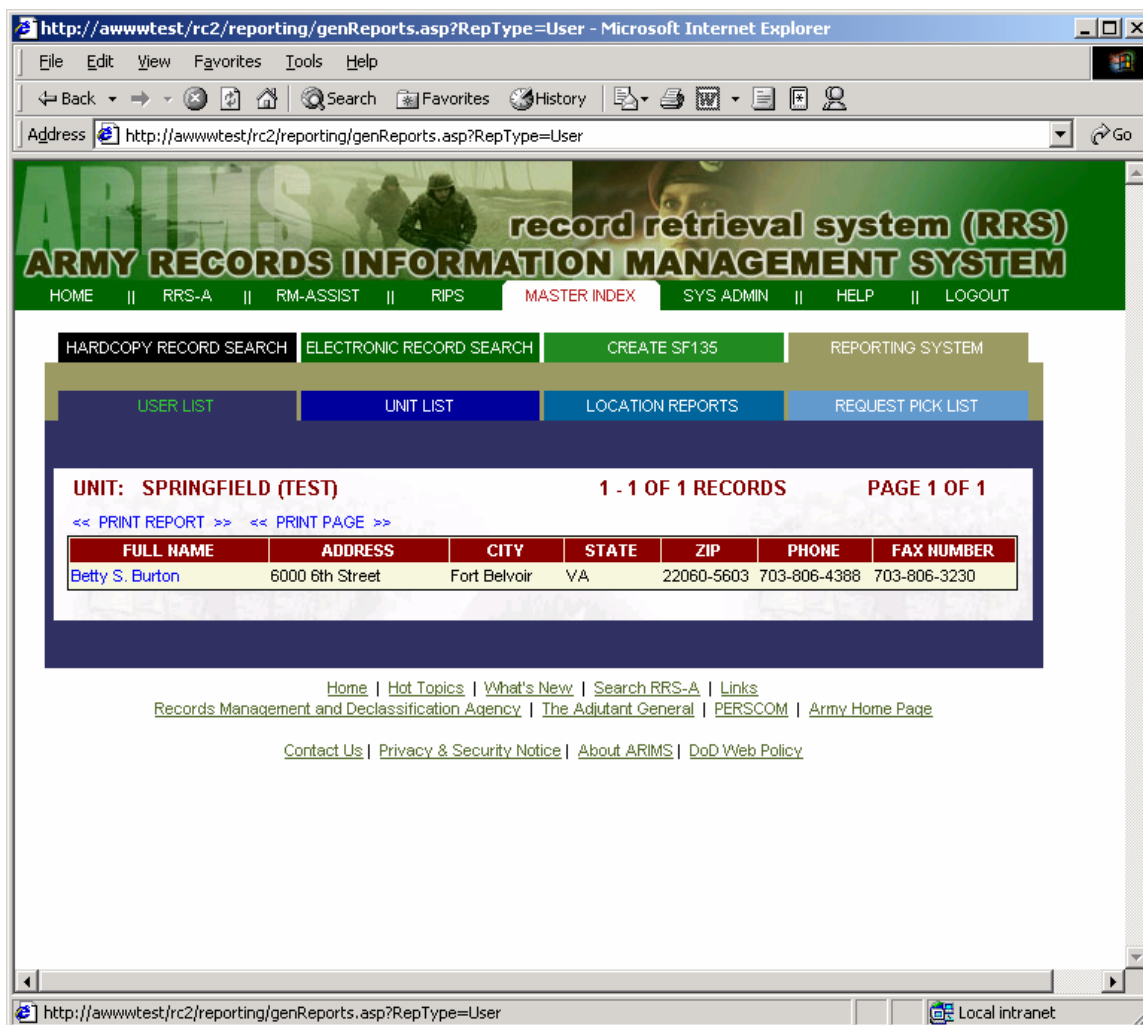


Figure 72. Master Index - Reports System – ARIMS User by Unit Report

5.3.6 ARIMS Unit List by RHA Report

The Unit List by RHA report displays a list of all the units that are located within a particular RHA. Figure 73 shows an example of this report for a particular RHA. You can move between pages with the next and previous button located on the top right and bottom right of the screen. You can also print the page or print the entire report by clicking the **<<PRINT REPORT>>** and **<<PRINT PAGE>>** links at the top left of the page.



The screenshot shows a web browser window displaying the ARIMS (Army Records Information Management System) Master Index - Report System - Unit by RHA Report. The page has a green header with the ARIMS logo and navigation links. Below the header, there are tabs for different report types: HARDCOPY RECORD SEARCH, ELECTRONIC RECORD SEARCH, CREATE SF135, and REPORTING SYSTEM. The REPORTING SYSTEM tab is selected, showing a sub-tab for UNIT LIST. The main content area displays a table with 3 records for units at Springfield (TEST). The table columns are UNIT NAME, UIC, ADDRESS, STATE, ZIP, COUNTRY, SERVICE, STATUS, and POC. The records are for HONDA (TEST), TOYOTA (TEST), and SPRINGFIELD (TEST). The POC for each record is a link to a person's name: VERMELL, MATHIS, SHARON, BUNTING, BETTY, and BURTON.

UNIT NAME	UIC	ADDRESS	STATE	ZIP	COUNTRY	SERVICE	STATUS	POC
HONDA (TEST)	X1ZYA2	123 TEST STREET	VA	00000	United States	A	R	VERMELL MATHIS
TOYOTA (TEST)	X1ZYA1	123 TEST STREET	VA	00000	United States	A	V	SHARON BUNTING
SPRINGFIELD (TEST)	X1ZYAB	123 TEST STREET	VA	00000	United States	A	R	BETTY BURTON

Figure 73. Master Index - Report System - Unit by RHA Report

5.3.6.1 Record Numbers by RHA Report

The Record Numbers by RHA report displays a list of all the RRS-A record names and descriptions for a particular RHA location.

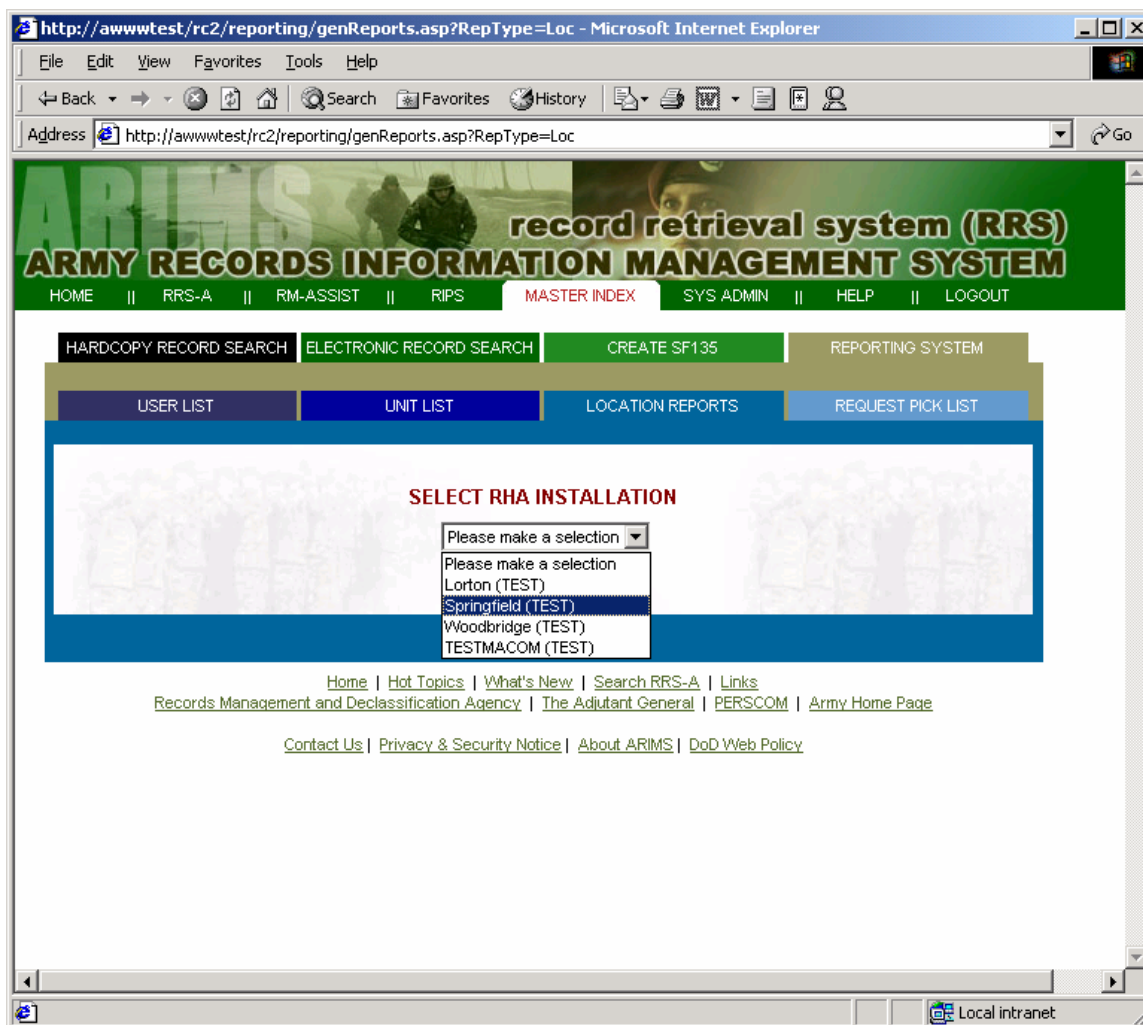


Figure 74. Master Index - Report System - Record Number by RHA Introduction

Figure 74 shows an example of all the record instructions being maintained by a particular RHA at the box level. You can move between pages with the next and previous buttons located on the top right and bottom right of the screen. You can also print the page or print the entire report by clicking the **<<PRINT REPORT>>** and **<<PRINT PAGE>>** links at the top left of the page.



ARIMS
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP || LOGOUT

HARDCOPY RECORD SEARCH | ELECTRONIC RECORD SEARCH | CREATE SF135 | REPORTING SYSTEM

USER LIST | UNIT LIST | LOCATION REPORTS | REQUEST PICK LIST

INSTALLATION: SPRINGFIELD (TEST) 1 - 2 OF 2 RECORDS PAGE 1 OF 1

<< PRINT REPORT >> << PRINT PAGE >> << GO BACK >>

RECORD NAME AND DESCRIPTION	RECORD NUM	CUB FT	LIN FT	NUM BOXES
Arms, ammunition, and explosives security management .	190-11c	3.02	14.75	(1)
Loss, theft, and recovery of firearms files - Offices having Armywide responsibility:	190-45d	3.02	14.75	(1)

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[Records Management and Declassification Agency](#) | [The Adjutant General](#) | [PERSCOM](#) | [Army Home Page](#)
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Figure 75. Master Index - Report System - Record Number by RHA Report - Results

Figure 75 shows an example of all the action officer folders within a given box. You can move between pages with the next and previous buttons located on the top right and bottom right of the screen. You also have the ability to see a list of all action officer folders within a particular box by clicking on the hyperlinked number in the “Box” column. Figure 76 shows an example of action officer folders contained in a particular box.



http://awwwtest/rc2/reporting/folderAssoc.asp?id=3571&rha=109 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://awwwtest/rc2/reporting/folderAssoc.asp?id=3571&rha=109

ARIMS record retrieval system (RRS)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || **MASTER INDEX** || SYS ADMIN || HELP || LOGOUT

HARD COPY RECORD SEARCH ELECTRONIC RECORD SEARCH CREATE SF135 REPORTING SYSTEM

USER LIST UNIT LIST LOCATION REPORTS REQUEST PICK LIST

INSTALLATION: SPRINGFIELD (TEST)
INSTRUCTION: Arms, ammunition, and explosives security management .

<< GO BACK TO LOCATION REPORT >>

	BOX BARCODE	FOLDER COUNT	CUB FEET	LIN LENGTH
1:	703250925202	(1)	3.02	14.75

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Records Management and Declassification Agency | The Adjutant General | PERSCOM | Army Home Page
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Figure 76. Master Index - Report System - Record Number by RHA Report – Box Contents

If you choose to print any of the reports, you will be taken to a print safe screen, which looks like Figure 77. Just click the “Print This!” link to print the entire report.



RECORD NAME AND DESCRIPTION	MARKS
1. Army gift offers - Accepted offers	1-100a
2. Army gift offers - Refused offers	1-100a
3. TDA, CTA, and TAADS files (Rescinded, use FN 310-49b)	1-1a
4. Annual funding program files	1-1c
5. Annual funding program files	1-1c
6. Annual funding program files	1-1c
7. DA budget estimates -- Offices responsible for preparation, consolidation, and approval	1-1i
8. DA budget estimates -- Offices responsible for preparation, consolidation, and approval	1-1i
9. Program and budget inputs - Offices of the DA Staff responsible for preparation and submission	1-1k
10. Program and budget inputs - submitting offices other than offices of the DA Staff	1-1k
11. Joint planning comments - DA offices responsible for establishing the coordinated Army view	1-1n
12. Agency and command planning files - Office responsible for preparation and issue	1-1p
13. Agency and command planning files - Office responsible for preparation and issue	1-1p
14. DA planning files - DA office responsible for preparation of the plan or contribution thereto	1-1q
15. Legislation files - Other than private claims legislation	1-20a
16. Legislation files - Other than private claims legislation	1-20a
17. Congressional elections	1-20k
18. Congressional elections	1-20k
19. International conferences - Office having Army-wide responsibility	1-211a
20. International conferences - Office having Army-wide responsibility	1-211a
21. Interference reductions (Rescinded; use FN 5-12g)	105-3b
22. CLRP visits (Rescinded, Use FN 1-201d)	11-1a
23. CLRP visits (Rescinded, Use FN 1-201d)	11-1a
24. Civil works guide specifications (Rescinded; use FN 1110-2-1200a)	11-2-240d

Figure 77. Master Index - Report System - Record Number by RHA Report - Printed Version

5.3.6.2 Request Pick List

The Request Pick List Report allows records managers and administrators to view requests for hardcopy records being serviced by the RHA. Figure 78 illustrates how you can filter the request queue by the type and priority of requests that have been submitted to the RHA servicing the record.

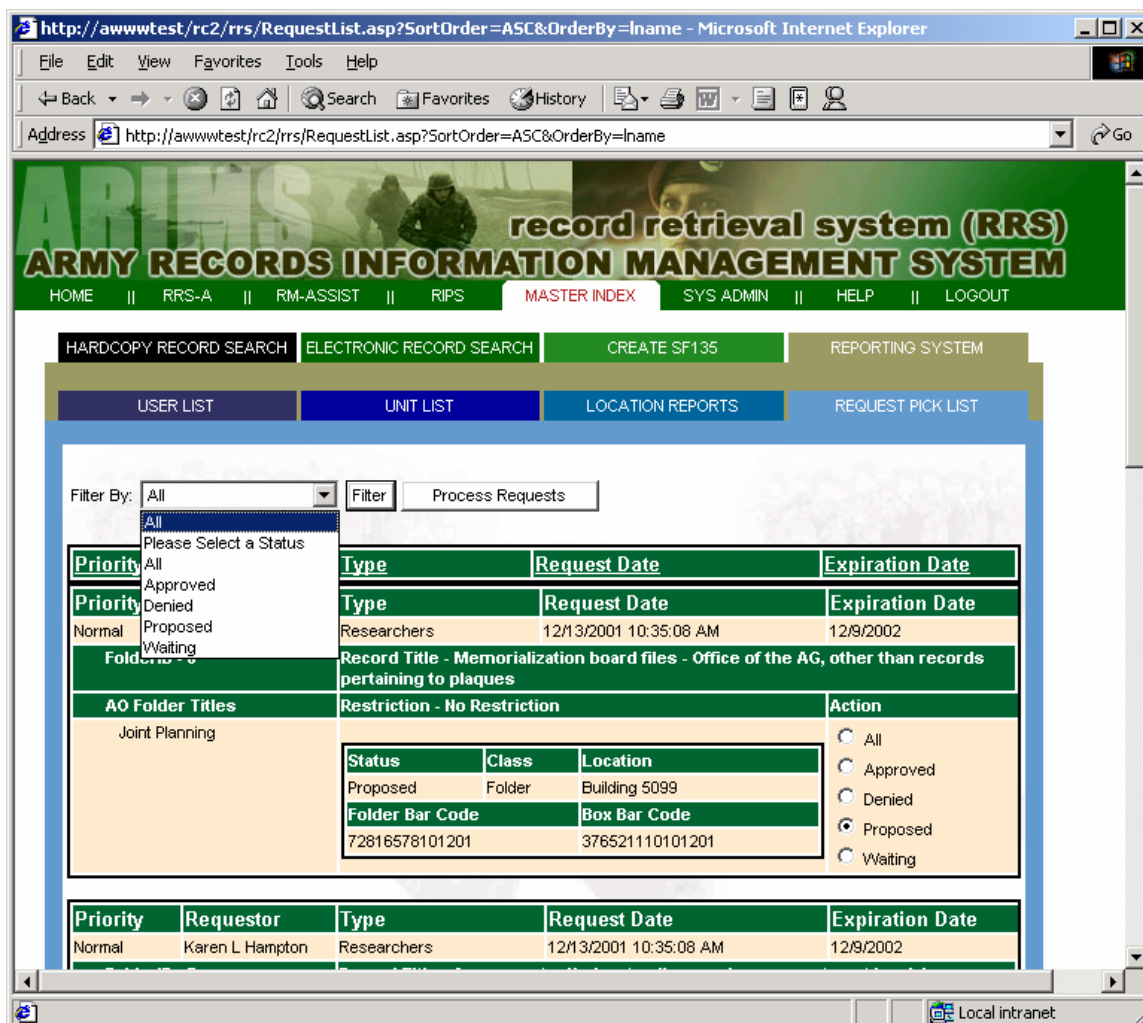


Figure 78. Master Index - Report System - Request Pick List Report

Select the status you wish to filter by and click the “Filter” button. To process proposed requests pending a decision, simply select the appropriate action for each request; Approved, Denied, Waiting. After selecting an action for each request, click the “Process Request” button to apply the decision. The request list will be re-displayed with your decision applied.

5.3.7 Create Standard Form 135

For hardcopy requests that have been approved by a records manager or administrator, ARIMS can generate a Standard Form 135 for transferring the original records to the requestor. Figure 79 shows the introductory screen when clicking the “Create SF135” button at the top of the page.



The screenshot shows a web browser window titled "http://awwwtest/rc2/rrs/genSF135.asp - Microsoft Internet Explorer". The address bar shows "http://awwwtest/rc2/rrs/genSF135.asp". The page has a green header with the text "arims master index (RRS) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX (highlighted), SYS ADMIN, HELP, and LOGOUT. The main content area has a green background with a white box containing a form. The form has a "Requests:" label, a dropdown menu with "Please Select a Option", a "Date To Be Returned:" label, a text input field, and a "Process" button. To the right of the form is a link "Click here to Create an SF 135". Below the form is a footer with links: Home, Hot Topics, What's New, Search RRS-A, Links, Records Management and Declassification Agency, The Adjutant General, PERSCOM, Army Home Page, Contact Us, Privacy & Security Notice, About ARIMS, and DoD Web Policy. The status bar at the bottom shows "http://awwwtest/rc2/rrs/genSF135.asp" and "Local intranet".

Figure 79. Master Index - Create SF 153 – Introduction

A dropdown box contains all approved requests that have not been transferred from the RHA as shown in Figure 80.

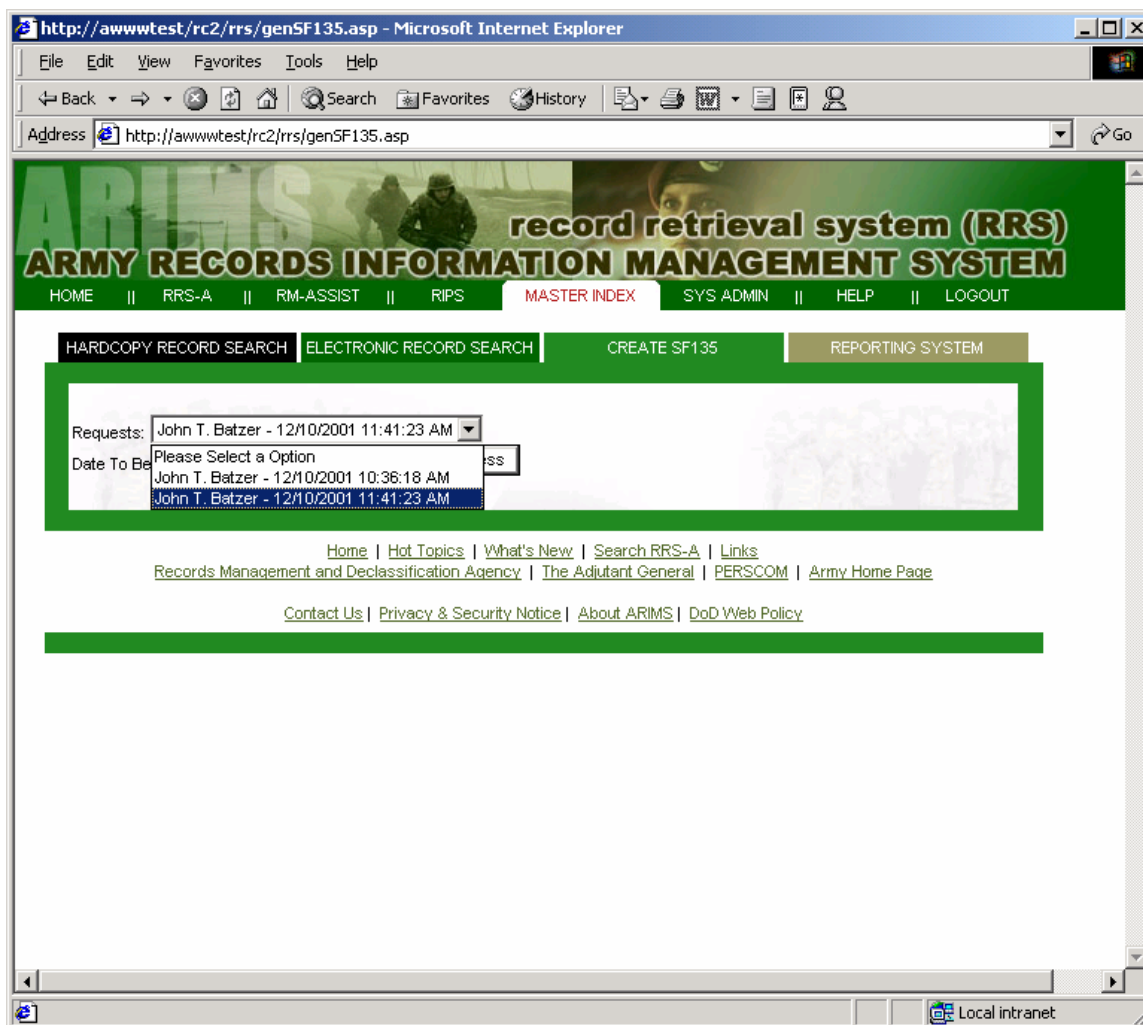


Figure 80. Master Index - Create SF 135 - Select Request

After selecting the request, enter the date when the records need to be returned and click the “Process” button. ARIMS will generate a populated SF 135 listing all the records to be included in the transfer as seen in Figure 81 below. You can use the browser’s Print functionality to print a hardcopy of the SF 135 to be included with the records.



http://awwwtest/rc2/rrs/SF135Process.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print View Source

Address http://awwwtest/rc2/rrs/SF135Process.asp

Page 1 OF 2 PAGES

RECORDS TRANSMITTAL AND RECEIPT

1. TO (Complete the address for the records center serving your area as shown in 38 CFR 1228.150.)
12 Main St.
building 5
Springfield, VA 22222
United States

2. AGENCY TRANSFER AUTHORIZATION

3. AGENCY CONTACT

4. RECORDS CENTER RECEIPT

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)
Springfield (TEST)
TEST
TEST
TEST, VA 22060

6. COMPLETE AND SEND ORIGINAL AND TWO COPIES OF THIS FORM TO THE APPROPRIATE FEDERAL RECORDS CENTER FOR APPROVAL PRIOR TO SHIPMENT OF RECORDS. SEE SPECIFIC INSTRUCTIONS ON

RECORDS DATA

RG (a)	FY (b)	NUMBER (c)	VOLUME (cu. ft.) (d)	AGENCY BOX NUMBER (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRICTION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER LOCATION (j)	SHELF PLAN (k)	CONT TYPE (l)	AUTO DISP (m)
			3.02		Memorialization board files - Office of the AG, other than records pertaining to plaques	Z	1-33a					
			3.02		Agreements - Understandings and agreements not involving transfer of personnel spaces and materiel	Z	6b					

Done Local intranet

Figure 81. Master Index - Create SF 135 - Process Request & Generate SF 135 Form

5.4 System Administration

The System Administration (Sys Admin) allows ARIMS users to update specific data that is relevant to them.

- RHA Maintenance – Allows RHAs the ability to change specific data about their RHA, such as contact information, address, phone numbers etc.
- Unit Maintenance - Allows Unit users the ability to update information about their specific unit, such as contact information, address, phone numbers etc.
- User Maintenance – Allows all users the ability to update information about their specific user profile, such as contact information, address, phone numbers etc.
- System Administration – Allows the system administrator the ability update user accounts, activate and deactivate user accounts, check for new users and update Reference Tables around the site.

Figure 82 shows the introduction to the system administration module for ARIMS.

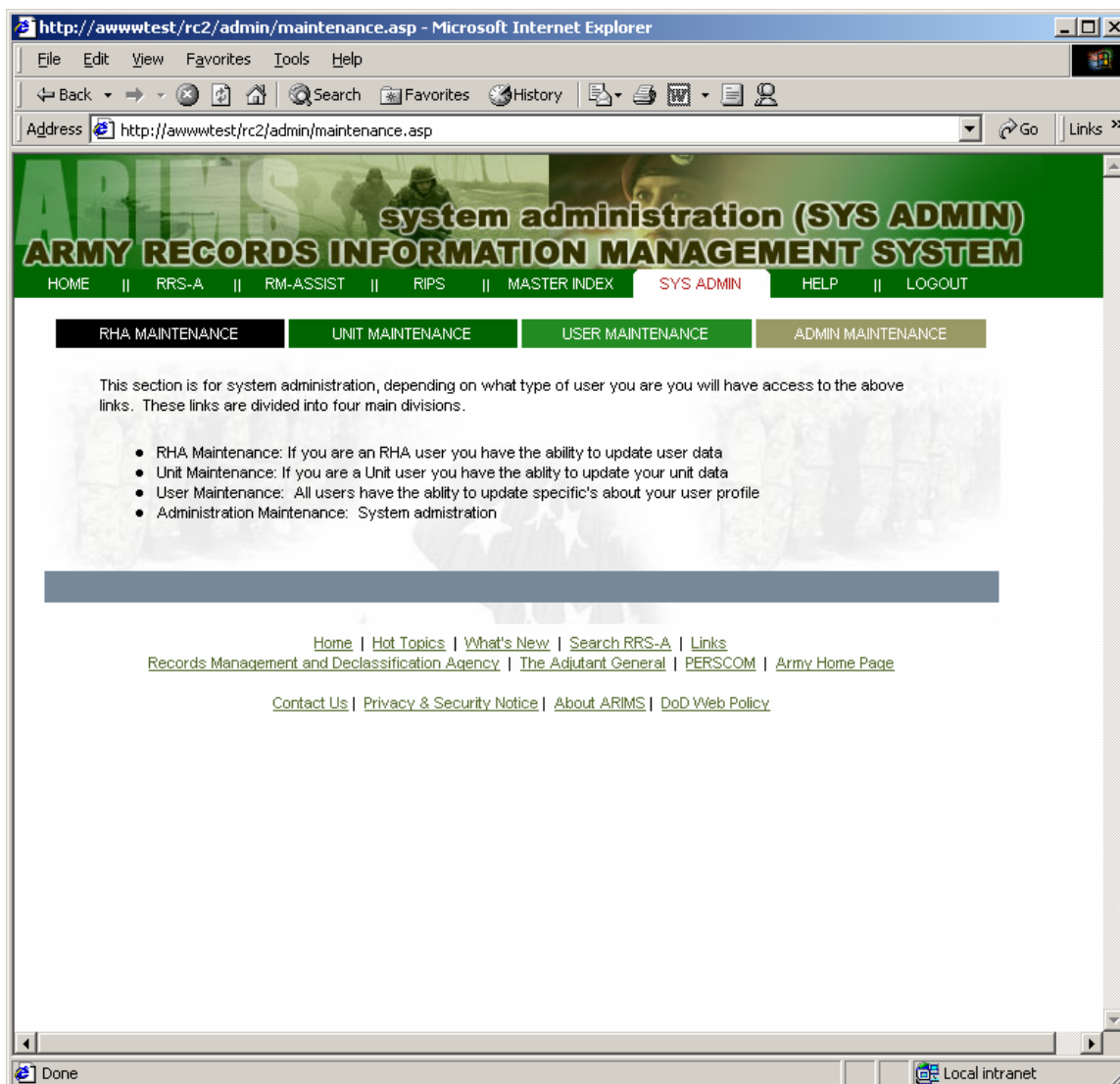


Figure 82. System Administration - Introduction

5.4.1 RHA Maintenance

Figure 83 shows the example for an RHA user who wishes to change his RHA contact information. You must first select an RHA in the RHA select box; this populates the form seen below. You can change specific information that is relevant to your specific RHA. To save any changes made to the RHA profile, click the “Update RHA” button and the changes can be seen in the form.



The screenshot shows a web browser window titled "http://awwwtest/rc2/admin/RHAMaintenanceSearch1.asp - Microsoft Internet Explorer". The browser's address bar shows the URL. The page has a green header with the text "ARIMS system administration (SYS ADMIN) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header is a navigation bar with links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN (highlighted), HELP, and LOGOUT. Below the navigation bar is a sub-navigation bar with links: RHA MAINTENANCE (highlighted), UNIT MAINTENANCE, USER MAINTENANCE, and ADMIN MAINTENANCE. The main content area contains a text box with instructions: "Select a MACOM from the drop down list and then select an RHA from the drop down list. This will retrieve the RHA information into the form. Make the necessary changes to the RHA information and click the Save button to save your changes. Clicking the Cancel Button will cancel any changes you have made and repopulate the form with the current information stored for the RHA. The Clear Form Button will clear the form and allow you to enter another RHA." Below the text box is a red note: "Note: Fields with * are required". The form is titled "RHA Maintenance Form" and contains the following fields: * Macom (dropdown menu), * RHA (dropdown menu), * Installation (text box), * Organization (text box), Address (text box), Sec. Address (text box), City (text box), State (dropdown menu), Zip (text box), Record Manager (text box), Email (text box), Telephone (text box), Dsn (text box), and Fax (text box). At the bottom of the form are two buttons: "Update RHA" and "Clear".

Figure 83. System Administration - RHA Maintenance

5.4.2 Unit Maintenance

Figure 84 displays the update form for the unit's profile. Here the unit user can provide specific information that is relevant to his/her unit, such as address, POC, e-mail etc. You click the "Update Unit" button to save the updated information.



http://awwwtest/rc2/admin/UnitMaintenance1.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print View Source

Address http://awwwtest/rc2/admin/UnitMaintenance1.asp Go Links

ARIMS system administration (SYS ADMIN)

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || **SYS ADMIN** || HELP || LOGOUT

RHA MAINTENANCE UNIT MAINTENANCE USER MAINTENANCE ADMIN MAINTENANCE

Make the necessary changes to the unit information and click the Save button to save your changes.

UNIT Maintenance Form

UIC Number: X1ZYA4

Unit Name: DODGE (TEST) Primary ☐

Unit Record Group: HQDA ARMY STAFF

Address: 123 TEST STREET

City: DODGECITY

State: Virginia Zip: 000000

Country: United States

Unit Point of Contact: KEN HANSEN

Email: KEN.HANSEN@RMDA.BELVOIR.ARMY

Service Identifier: A Status: R

Update Unit Cancel

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Figure 84. System Administration - Unit Maintenance

5.4.3 User Maintenance



This form, as seen in Figure 85, allows a user to update his or her profile information; address, email, state, etc. By clicking the “Update User Profile” button, you can save your point of contact information to the system.

Figure 85. System Administration - User Maintenance

Note: It is important to keep your e-mail address current in ARIMS. Your e-mail address is used for a variety of activities such as record transfer/destruction notifications, dispositional changes to your records, profile changes, ARIMS enhancements, etc. IF YOUR E-MAIL ADDRESS CHANGES, CHANGE YOUR E-MAIL ADDRESS FOR YOUR USER ACCOUNT ASAP. This will ensure that your records are being serviced properly and accurately.



5.4.4 Administration Maintenance

Only the system administrator (SA) has privileges to this part of the system. Here the SA can change users' accounts security roles, update user accounts, and change reference table data in ARIMS.

5.5 Electronic Capture and Storage Applet

Army Electronic Archives provides secure storage for important long-term and permanent records. Because of the extensive use of e-mail systems within the Army, electronic records can be transmitted to the Army Electronic Archives using the Army's E-mail Capture and Store (ECS) application. ECS works with Microsoft Outlook to allow the easy transfer of records as attachments to an ordinary e-mail. To begin, click on the link to begin downloading ECS Version 1.1

5.5.1 Installation

Stop your current Outlook session, and double-click on the icon to start the installation process. As the installation progresses, accept the defaults and continue to select "next" until installation is complete. Restart Outlook.

5.5.2 Post Installation

After installation, when you click on "Send," ECS presents a message box that prompts you to "Send a copy of your e-mail (and attachments) to Records Storage." By default, the "No" button is active and clicking on "No" allows your e-mail to be sent without sending a copy to the Army Electronic Archives. However, selection of the "Yes" button results in a copy of the e-mail and any attachments being sent to the Army Electronic Archives. Based on the information you provide in your New User request, ARIMS identifies you as the sender and routes your e-mail and attachments to the Army Electronic Archives for storage, indexing and secure storage.

5.5.3 Comments Questions

If you encounter problems or you need assistance installing ECS, contact your Network/Systems Administrator for help. If for any reason you or your Network/Systems Administrator needs help with installation or use of ECS, please send an e-mail to techsupport@arims.army.mil. Most questions and problems are addressed within 24 hours.